

EAST CENTRAL
COMMUNITY COLLEGE

CATALOG

2013-2014

EAST CENTRAL COMMUNITY COLLEGE INFORMATION DIRECTORY

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601-635-6206

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Athletic Department (if open) 601-635-6401

Barber Hall (if open) 601-635-6459

Jackson Hall (if open) 601-635-6247

Newsome Hall (if open) 601-635-6248

Physical Plant (if open) 601-635-6266

(The College reserves the right to change any policies announced herein when deemed necessary.)

***ON THE COVER:** Pictured in Burton Library are: front row, Emily Jacome-Cluff of Hickory, Virginia Ealy of Philadelphia and Kameron Malone of Carthage; and back row, Martin Johnson of Nanih Waiya and Eliud Alvarez of Forest.

EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

* * * * *

Accreditation

East Central Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College.

* * * * *

**Eighty-Sixth
Annual Session
2013-2014**

* * * * *



CAMPUS MAP

EAST CENTRAL COMMUNITY COLLEGE
DECATUR, MISSISSIPPI

Map Legend

Streets	
One Way Streets	
Buildings	
Building Number	15
Building Abbreviation	DAVIS

Facilities Legend

- {1} Vocational-Technical Annex (ANNEX)
 {2} Brackeen-Wood Physical Education Building (BWGYM)
 {3} Leake Hall (LEAKE)
 {6} Associate Degree Nursing/Childcare Building (ADNCC)

- {7} Student Union
 Admissions
 Financial Aid

Campus Bookstore

The Grill

Student Center
 Success Center
 Office of Student Services
 Dean of Students

- {8} Bradford J. Tucker Applied Technology Center (TUCKR)

- {9} Office of Campus Police/Security (POLICE)

- {10} Workforce Development Center (WDC)

- {11} Mamie Ethel Burton Memorial Library (BURTN)

- {12} Ovid S. Vickers Fine Arts Center (OSVFA)

- {15} Aaron R. Davis Science Hall (DAVIS)

- {16} Founders Gym (FD.GYM)

- {17} Newton Hall (NEWTN)

- {18} Mabry Cafeteria (MABRY)

- {21} Frank M. Cross Hall (CROSS)

- {22} Huff Auditorium (HUFF)

- {23} Administration Building (ADMIN)
 Business Office
 Office of the President
 Office of the Vice-President
 Information Technology
 President for Foundation and Alumni
 Vice-President for Foundation and Alumni
 Board of Trustees

- {24} Richard C. Ethridge Hall (ETHRI)

- {25} Baptist Student Union (BSU)

- {26} Rives South Campus Classroom Building (RIVES)

- {27} Wesley Foundation (WESLEY)

- {28} South Campus Gym (SCGYM)

Male Dormitories

- {4} Neshoba Hall (NESHOB)
 {5} Scott Hall (SCOTT)
 {13} Winston Hall (WINSTON)
 {14} Todd Hall (TODD)
 {20} Newsome Hall (NEWSM)

Female Dormitories

- {19} Jackson Hall (JCKSN)
 {29} Erma Lee Barber Hall (BARBER)

ECCE Drafting and Design Technology

Students: Jim Colvin, Colton Gibbs, Andrew Jones,
 Chris Morgan, Keith Phillips and Madison Upshaw

Instructor: Mr. Chris Ryals

Revised: 12/2011
 Scale = 1:250

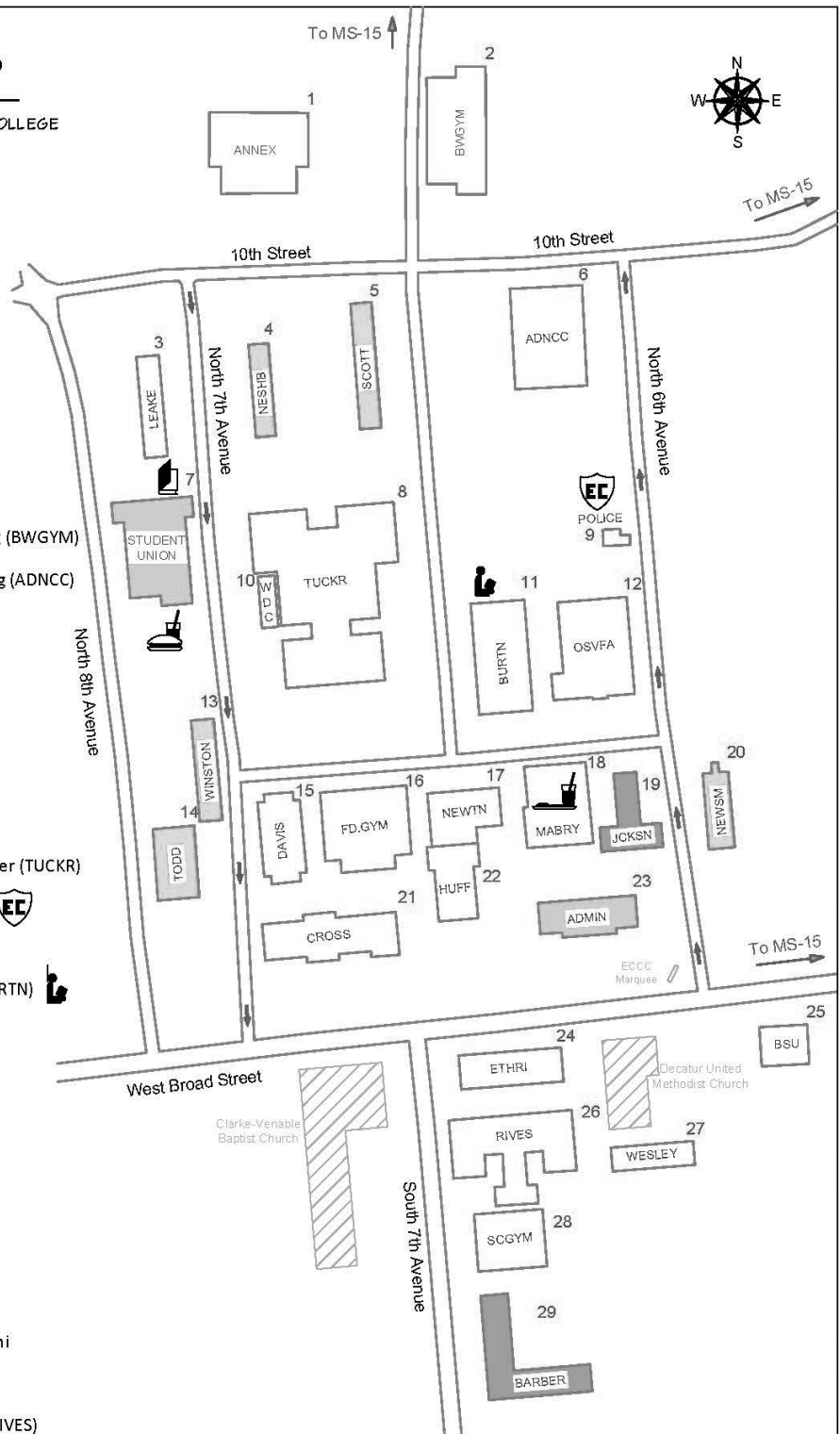


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NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI, ADEA, and Title IX is coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, thouston@eccc.edu.

Inquiries regarding compliance with Section 504 and ADA is coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@eccc.edu.

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Dr. Kimsey Cooper	2488 Hwy. 16 West, Carthage, MS 39051
William E. Kitchings.....	1497 Highway 35 South, Carthage, MS 39051
W. B. Jones	938 School Street, Walnut Grove, MS 39189
Patrick Posey, Leake Co. Supt. of Education.....	P.O. Drawer 478, Carthage, MS 39051

NESHOBA COUNTY

Ricky Goldman	17831 Road 339, Philadelphia, MS 39350
Prentice Copeland	11330 Road 763, Philadelphia, MS 39350
David Byars	102 Airpark Drive, Philadelphia, MS 39350
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SCOTT COUNTY

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 Dr. Jimmy Hollingsworth..... 21667 Hwy. 80, Lake, MS 39092
 Vernon Crotwell P.O. Box 526, Morton, MS 39117
 Rebecca Farris..... P.O. Box 56, Morton, MS 39117
 Royce Shaw..... 991 Robert Butler Road, Forest, MS 39074
 Bingham Moncrief, Scott Co. Supt. of Education..... 100 East 1st Street, Suite B, Forest, MS 39074

WINSTON COUNTY

Patsy Clark.....	4775 N. Columbus Ave., Louisville, MS 39339
Jerry Nance	180 Moody-Nance Road, Louisville, MS 39339
Randal Livingston	247 Livingston Road, Louisville, MS 39339
Delane Hudson	400 Sylvester Hudson Road, Louisville, MS 39339
Leo Parker.....	1194 Mt. Pisgah Road, Noxapater, MS 39346
Dr. William Wade, Supt., Louisville Municipal School District.....	P.O. Box 909, Louisville, MS 39339
Dr. Jimmy Hollingsworth, Chairman	

BOARD OF SUPERVISORS

LEAKE COUNTY

Tony Smith1500 Rice Creek Road, Carthage, MS 39051 Beat 1
Joe Andy Helton 789 Hwy. 25 North, Carthage, MS 39051 Beat 2
Oliver Smith 2254 Old Robinson Road, Carthage, MS 39051 Beat 3
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Kinsey Smith 10121 Road 525, Philadelphia, MS 39350 Beat 3
Marty Sistrunk 10420 Road 412, Philadelphia, MS 39350 Beat 4
Obbie Riley 12980 Hwy 16 East, Philadelphia, MS 39350 Beat 5

NEWTON COUNTY

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Joe Alexander.....8788 Chunky-Duffy Rd., Little Rock, MS 39337 Beat 2
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L.M. "Bubba" Bonds5099 Hwy. 505, Lawrence, MS 39336 Beat 4
Jimmy L. Johnson 1200 Johnson Road, Chunky, MS 39323 Beat 5

SCOTT COUNTY

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Tim Sorey..... 154 Little Warrior Road, Lake, MS 39092 Beat 2
Steven Crotwell. 5143 Martin Marathon Road, Pulaski, MS 39152 Beat 3
Johnny Harrell 633 Airport Road, Morton, MS 39117 Beat 4
Bruce McMillan3162 McMillan Road, Forest, MS 39074 Beat 5

WINSTON COUNTY

James L. Warner 1389 Landfill Road, Louisville, MS 39339 Beat 1
Luke L. Parkes 163 Calhoun Road, Louisville, MS 39339 Beat 2
Mike Peterson 4284 Brooksville Road, Louisville, MS 39339 Beat 3
Gloria Turnipseed2655 Turnipseed Road, Weir, MS 39772 Beat 4
Larry Duran 607 Mt. Pisgah Road, Noxapater, MS 39346 Beat 5

GENERAL CALENDAR 2013-2014 REGULAR SESSIONS

Fall 2013 SEMESTER

August 8, Thursday.....	New Employee Orientation
August 12-13, Monday-Tuesday.....	Faculty Meetings & Workshops
August 13, Tuesday.....	Tuition and Fees Due
August 13, Tuesday	Residence Halls Open at 8:00 a.m.
August 14, Wednesday	Day and Evening Classes Begin Late Registration Fee Charged
August 16, Friday.....	MSVCC Registration Ends
August 23, Friday.....	Last Day to Register or Change Classes for Day and Evening
August 26, Monday.....	MSVCC Classes Begin
August 26 - 27 Monday-Tuesday.....	MSVCC Drop/Add
September 2, Monday	Labor Day Holiday
September 27, Friday	Last Day to Remove I's of Previous Semester
October 4, Friday.....	Mid-Term Ends
October 9, Wednesday	Mid-Term Grades Due By 8:00 a.m.
November 5, Tuesday	Spring Semester Advance Registration Begins
November 8, Friday.....	Last Day to Drop a Day and Evening Course with a W, Last Day to Withdraw from MSVCC Classes
November 25-29, Monday-Friday.....	Thanksgiving Holidays
December 2, Monday.....	Resume Regular Class Schedule
December 6, Friday.....	Last Day of Regular Classes, MSVCC Classes End
December 9-12, Monday-Thursday	Final Examinations
December 13, Friday.....	Christmas Holidays Begin for Students, Residence Halls Close 10:00 a.m., Final Day Grades Due 2:30 p.m.

FALL INTENSIVE TERM 1 2013

August 14, Wednesday.....	Classes Begin
August 16, Friday.....	Last Day to Register for Fall Term 1 Classes
September 20, Friday.....	Last Day to Drop a Course with a W
October 4, Friday.....	Final Examinations

FALL INTENSIVE TERM 11 2013

October 7, Monday.....	Classes Begin
October 9, Wednesday.....	Last Day to Register for Fall Term 1 Classes
November 15, Friday.....	Last Day to Drop a Course with a W
December 9, Monday.....	Final Examinations

SECOND SEMESTER SPRING 2014

January 1, Wednesday.....	New Year's Day
January 3, Friday.....	Faculty Return, New Orientation & Registration, Fees Due
January 5, Sunday.....	Residence Halls Open at 8:00 a.m.
January 6, Monday	Day & Evening Classes Begin
January 10, Friday	MSVCC Registration Ends Last Day to Register or Change Classes for Day and Evening
January 13, Monday	MSVCC Classes Begin
January 13-14, Monday-Tuesday.....	MSVCC Drop/Add
January 20, Monday	Martin Luther King Holiday
February 14, Friday.....	Last Day to Remove I's of Previous Semester
February 28, Friday	Mid-Term Ends
March 5, Wednesday.....	Mid-Term Grades Due By 8:00 a.m.
March 10-14, Monday-Friday	Spring Holidays
March 17, Monday.....	Resume Regular Class Schedule
March 28, Friday	Last Day to Withdraw from MSVCC Classes
April 1, Tuesday.....	Summer and Fall Registration Begins
April 4, Friday	Last Day to Drop a Day and Evening Course with a W
April 18, Friday	Good Friday (Holiday)
April 25, Friday.....	MSVCC Grades Due
May 5-8, Monday-Thursday	Final Examinations
May 9, Friday.....	Final Grades Due 12:30 p.m.
May 10, Saturday.....	Residence Halls Close at 10:00 a.m. Commencement at 11:00 a.m.

SPRING INTENSIVE TERM I 2014

January 6, Monday.....	Classes Begin
January 8, Wednesday.....	Last Day to Register for Spring Term 1 Classes
February 14, Friday.....	Last Day to Drop a Course with a W
February 28, Friday.....	Final Examinations

SPRING INTENSIVE TERM II 2014

March 3, Monday.....	Classes Begin
March 5, Wednesday.....	Last Day to Register for Fall Term 1 Classes
April 17, Friday.....	Last Day to Drop a Course with a W
May 5-8, Monday.....	Final Examinations

SUMMER 2014 SESSION**MAY SEMESTER (THREE-WEEK CLASSES)**

May 12, Monday.....	Classes Begin
May 13, Tuesday.....	Last Day to Register
May 26, Monday.....	Memorial Day (Holiday)
May 23, Friday.....	Last Day to Drop a Course with a W
May 29, Thursday.....	Classes End
May 30, Friday	Final Examinations

SUMMER I TERM 2014

June 2, Monday..... Classes Begin
June 3, Tuesday.....Last Day to Register
June 20, Friday..... Last Day to Drop a Course with a W
June 26, Friday.....Classes End
June 27, Friday.....Final Examinations

SUMMER II TERM 2014

July 1, Tuesday.....Classes Begin
July 2, Wednesday..... Last Day to Register
July 4, Friday.....Fourth of July (Holiday)
July 25, Friday.....Last Day to Drop a Course with a W
July 30, Wednesday..... Classes End
July 31, Thursday..... Final Examinations

FALL 2014 ORIENTATION SCHEDULE

June 7, Saturday.....Orientation 1
June 20, FridayOrientation 2
July 11, FridayOrientation 3
August 8, FridayOrientation 4

CHAPTER 2

GENERAL INFORMATION

PURPOSE OF THE COLLEGE

VISION STATEMENT

East Central Community College will be recognized nationally as a premier community college and locally as the preferred gateway to higher education and training for residents of east central Mississippi due to our focus on students and their success and our commitment to communities and their development.

MISSION STATEMENT

East Central Community College is a public, open-access, comprehensive, two-year institution of higher education that provides university transfer education, distance education opportunities, career-technical programs, workforce development services, and basic skills offerings to meet the educational and training needs for the residents of Leake, Neshoba, Newton, Scott, and Winston counties located in east central Mississippi.

CORE VALUES

Wisdom – We desire to follow good judgment, clear understanding, and intellectual knowledge in order to achieve the best possible outcome in all situations.

Excellence – We commit to the highest professional standards of quality, integrity, and performance in our programs, services, and operations.

Accountability – We employ data-driven decision-making, assessment of performance, and evaluation of results in a quest for continuous improvement.

Respect – We acknowledge the value and dignity of each member of the college family and choose to treat one another as we want to be treated.

Enthusiasm – We display a passion and an excitement for our work and believe every day provides opportunities to have a positive impact on the lives of the people we serve and support.

Efficiency - We pledge to be efficient stewards of the resources entrusted to our care to ensure maximum benefit for the college and the community.

Creativity – We cultivate an environment that seeks innovative solutions to challenges through exploration, analysis, experimentation, and adaptation.

INSTITUTIONAL COMMITMENTS

STUDENT SUCCESS: Students are the reason for our existence and their achievement is the focus of all of our work at East Central. Therefore, we are determined to foster the academic, career, and personal success of all of our students through providing a vibrant and healthy learning environment and assisting them in developing their full potential and achieving their life goals.

TEACHING & LEARNING: The ultimate purpose of teaching is to help students make passionate connections to learning. Therefore, we will be committed to the highest standards of instructional excellence and will provide exemplary learning opportunities for our students through effective teaching, innovative programming, and the utilization of various instructional methodologies.

COMMUNITY PARTNERSHIPS: The long-term, strategic goals of any community college must be aligned with and responsive to the needs of the communities it serves as it seeks to provide a high-quality, postsecondary education. Therefore, we will engage in collaborative and innovative partnerships with business and industry, education, government, and community groups to enrich the learning experiences of our students and communities and to advance the quality of life for our citizens.

RESOURCE PLANNING & DEVELOPMENT: Strategic investments in human, physical, financial, and technological resources have a fundamental impact on the desired outcomes of a community college. Therefore, we will align our resources with our vision, mission, core values, and institutional commitments and pursue innovative resource utilization and development strategies in an effort to ensure student success and community development.

COMMUNICATION: Clear, concise, and timely communication with internal and external constituencies is a critical success factor for any effective organization. Therefore, we will develop comprehensive strategies and implement broad plans and/or policies to advance our visibility and to educate, engage, and involve stakeholders in the achievement of the college vision and the performance of the college mission.

HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of Mississippi public junior colleges.

East Central Community College opened its doors to a freshman class of twenty students for the first regular session in September of 1928.

The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades that comprised the Newton County Agricultural High School were a part of the college until 1958 when they moved to the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. Today the College holds membership in the American Association of Community and Junior Colleges, The Southern Association of Colleges and Schools, The Mississippi Association of Colleges, and The Mississippi Community and Junior Colleges Association.

Originally the institution was supported by three counties — Newton, Neshoba and Scott. Later they were joined by Leake and Winston.

From the two members of the original faculty of East Central Community College, Mrs. W.W. Newsome and Mr. Robert Marshall, the number of full and part-time personnel has increased to over 240 for the current year. Since its founding, seven presidents have served the institution.

COLLEGE PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the College has experienced growth in buildings and facilities during the past several years. The College plant consists of approximately 150 acres with buildings and facilities now valued at over ten and one-half million dollars. There are twenty-six main brick buildings. All residence halls, classrooms and offices are air-conditioned. In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

WALTER ARNO VINCENT ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, vice president for instruction, vice president for business operations, vice president for foundation and alumni relations, dean of adult and continuing education, director for technology management, and the Board of Trustees' room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. The 7,995 square foot facility was built in 1962 as the library for the College but was renovated for administrative use when the Burton Library was occupied. It is modern, spacious, and comfortable and is located on the front of the campus adjacent to Huff Auditorium.

ERMA LEE BARBER HALL

With more than 26,500 square feet, this dormitory houses approximately 128 women. This welcome addition to the campus was opened in the fall of 1999. The building is both aesthetically pleasing and very functional in design. It is equipped with all modern conveniences and meets all standards for fire safety and energy conservation.

PHIL A. SUTPHIN ASSOCIATE DEGREE NURSING/CHILDCARE BUILDING

Containing over 20,000 square feet of floor space, this facility opened in 1996 and houses the associate degree and practical nursing and child care programs. This modern facility contains classrooms, lecture rooms, computer labs, and laboratories.

BRACKEEN-WOOD PHYSICAL EDUCATION BUILDING

This building was constructed in 1970 and is located near the football stadium. Offices for football, baseball, basketball, soccer, and softball are housed in this facility in addition to dressing facilities, the varsity basketball court, and the weight room.

BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER

Containing more than 58,000 square feet of floor space, this facility opened in 1969 and houses automotive technology, collision repair technology, business and office technology, computer technology, drafting and design technology, electrical technology, electronic technology, heating and air conditioning technology, machine shop technology, and welding.

BURTON LIBRARY

Occupied during the 1976-77 academic year, Burton Library is located near the center of campus and contains a large reading/research area, a spacious lobby, librarians' offices, a workroom, study rooms, and two special collections (The Mississippi Room and the Memorabilia Room). Burton Library also houses the Conference Room for the Phi Theta Kappa Honor Society. Total seating capacity for 250 patrons is strategically located in mostly individual carrels, and tables for group work. Shelving is provided for the housing of approximately 50,000 volumes. Provisions are made for non-book materials, including audiovisual resources in variety of formats and technologies. Burton Library system is fully automated, manned by SirsiDynix.

CROSS HALL

The science building contains the classrooms and laboratories for the biological and chemical sciences. In 1990, the chemistry laboratory was completely renovated with modern laboratory tables, equipment, and controlled, vented chemical storage areas added.

AARON R. DAVIS SCIENCE BUILDING

This building was completed in 2011 and contains 17,300 square feet. It houses the physics labs, microbiology lab, 4 biology labs and 7 instructor offices. It is named in honor of the late Aaron Ronald Davis, longtime biology instructor and science division chairman.

FACULTY HOUSES

There are fourteen of these houses located at various sites on the college property.

FOUNDERS GYMNASIUM

One of the original college facilities, the gymnasium has hosted many regional and state basketball events in addition to regular East Central games. The building constructed in 1930, was dedicated as part of Homecoming activities held Oct. 10, 1998 in tribute to Dr. Benjamin Franklin "Frank" Hunter, Mr. James "Jim" McDonald Thames and the many others who were instrumental in the establishment of East Central Junior College in 1928.

RICHARD C. ETHRIDGE HALL

Part of the old Newton County High School property purchased by the College in 1995, this facility is currently used by the College for academic classes, ABE/GED classes, and office space. The Decatur Public Library is also housed in this facility. This facility is located on South Campus.

HUFF AUDITORIUM

Located in the center of the front campus, Huff Auditorium is the most prominent building at East Central Community College. The auditorium was constructed in 1953 and named for J. Knox Huff who served as a member of the Board of Trustees of East Central Junior College for twenty-three years. He served as Chairman of the Board from 1948 through 1952. This structure has a seating capacity of one thousand and is conveniently located at the front of the campus. The auditorium has excellent acoustics and equipment and is used by the College and community for a variety of activities. Located on the ground floor are faculty offices and the office of Public Information. A major refurbishing of Huff Auditorium was funded by donations to the East Central Community College Development Foundation, Inc.

JACKSON HALL

The freshman women's dormitory was remodeled in 1963, 1978 and again in 1989. It houses 125 women and contains the office and apartment of the dormitory supervisor.

LEAKE HALL

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty, staff, honor students, and married students. A major renovation of this building was completed during the 1994 spring semester.

MABRY DINING HALL

Remodeled in 1979, this facility contains four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Molly McGee Gold Room, which seats 120; the Gordon Room, which seats 50; and the Magnolia Room, which seats 20.

NESHOBA COUNTY HALL

This two-story dormitory for men was constructed in 1971. It consists of thirty-one rooms which house sixty-two students.

NEWSOME HALL

Completed in 1957, and renovated in 1989, the dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty men and the dormitory supervisor. New p-tac units were installed in 2004.

NEWTON HALL

This two-story classroom building was constructed in 1975 and houses the English, Social Science, History, Education, and Psychology departments. Also, sixteen faculty offices are located in this building along with several support facilities.

FRANK T. RIVES EDUCATIONAL BUILDING

Part of the old Newton County High School property purchased by the College in 1995, this facility is currently used by the College for the Surgical Technology Program, the EMT-Paramedic Program, a Computer Science Lab, a Physics Lab, academic classes, and office space. This facility is located on South Campus.

F. CLINTON RUSSELL MAINTENANCE COMPLEX

This facility was constructed in 1947 and was utilized by the Mississippi Army National Guard from that date until 2006, by virtue of a 99 year lease agreement with the College. In 2006, the lease was terminated and reverted back to the College. This facility houses the office of the physical plant director and also provides space for the various maintenance operations of the College.

At the time of construction, the main building of the complex was dedicated and named for General W. P. "Pat" Wilson who served the College as teacher, coach, and athletic director from 1933 until 1940. In 1947 he was appointed Adjutant General for the State of Mississippi.

In 2006, the complex was named in honor of Mr. F. Clinton Russell who served the College as Physical Plant Director from 1964 until his retirement in 1992.

SCOTT COUNTY HALL

This two-story dormitory for men was constructed in 1972. It consists of an apartment for the staff and thirty-one rooms which house sixty-two students.

SOUTH CAMPUS GYMNASIUM

Part of the old Newton County High School property purchased by the College in the fall of 1995, this facility is currently being used by the College for overflow athletic events and camps.

EDDIE M. SMITH STUDENT UNION

Student Services moved into this modern 12,500 square foot complex in the summer of 1999. This ultra modern building houses Student Services, Financial Aid, Admissions, Records, and Research, and the Career Center. This complex also contains conference rooms and counselors' offices. Phase II of the Student Union opened during the spring of 2006. This 20,749 square foot addition to the Student Union houses the Office of Admissions, Records, and Research, the Student Grill, Bookstore, Activity Center, Fitness Center, and a computer lab.

THOMAS W. THRASH AUDITORIUM

In 2009, the auditorium located on the first floor of Newton Hall was named in memory of longtime faculty member, Thomas W. Thrash, to honor his 40 years of service to the College. The auditorium is used by the College as a classroom and meeting facility.

TODD HALL

This dormitory for men was completed in 1957. It is arranged in suites rather than conventional halls found in most men's dormitories. Seventy two men are housed in this dormitory. A total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation.

THE OVID S. VICKERS FINE ARTS CENTER

Occupied in 1969, this facility contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms, and art studios.

THE VOCATIONAL-TECHNICAL ANNEX BUILDING

Completed in 1969, this building is located on the north side of the campus and contains classrooms, offices, and laboratories for several vocational-technical programs.

WINSTON HALL

This residence hall was completely renovated in 1989 and 1990 with structural changes to bring it up to modern standards for housing students. This renovation provided an energy efficient, attractive facility for men. It consists of forty-one rooms which house eighty-two students.

WORKFORCE DEVELOPMENT CENTER

Completed in 1995, this modern building has more than 2,700 square feet. Its nine offices and conference room provide space for the industrial and economic development activities of the College.

ATHLETIC FIELDS/PRACTICE FIELDS

BILL AND LOUISE BAILEY STADIUM

This facility anchors the North Campus Athletic complex, and is the home of the Warrior football team. In addition to college football home games, the facility is utilized for other athletic, community, and institutional events.

Severely damaged by hurricane Katrina in 2005, the stadium was refurbished with federal and private funds.

BAND PRACTICE FIELD

This field is located south of the baseball field and includes a director's tower.

FOOTBALL PRACTICE FIELD

This practice field is located west of the football stadium.

INTRAMURAL FIELD

This playing field is located north of the baseball field and contains an area for intramural sports.

CHRIS GAY IV MEMORIAL BASEBALL FIELD/JAMIE CLARK MEMORIAL STADIUM

Situated near the football stadium this well located facility was completed with a gift from the family of former student Chris Gay IV. It has up-to-date lighting, a press box, and aluminum seating.

SOCCER FIELD

The soccer field is located on the College's North Campus next to the women's softball field. This facility was completed in the summer of 1999.

TENNIS COURTS

Located north of Newsome Hall, this facility contains four lighted tennis courts.

WOMEN'S SOFTBALL FIELD

This lighted playing field is located north of the baseball field. Construction of this field was completed during the 1994 spring semester.

GARDENS, PARKS, RECREATION

THE DAY ARBORETUM

Established as a memorial to the Day family and the wife of the second president of the College, the arboretum is a campus teaching laboratory. The arboretum contains a variety of tree specimens that have been catalogued and published for students and groups to learn about various trees native to this area.

THE EAST MALL

This area is the living room of the campus and includes a patio and stage area for various events on campus. The mall also serves as the focal point of the Day Arboretum and is located between the Vincent Administration Building, Mabry Memorial Cafeteria, Newton Hall, and Huff Auditorium.

FITNESS TRAIL

Located on the north side of the campus, this one-half mile trail is lighted, landscaped, equipped with exercise stations, and is handicapped accessible.

HARRISON MEMORIAL GARDEN

This park is dedicated to the memory of Crystal and C. J. Harrison, children of Ricky and Jeanine Harrison. The garden is centrally located.

DICK LIVINGSTON RECREATIONAL/STUDY TRAIL

Located on the north side of the campus, this trail is an extension of the one-half mile fitness trail and follows the contour of the College pond. This three-fourths mile trail is lighted, landscaped, and handicapped accessible. The trail is named in memory of Representative Richard L. "Dick" Livingston.

PAVILION

Located on the north campus, this structure is situated to provide a scenic view of the College Pond and the Dick Livingston Memorial Study/Recreational Trail. This structure is utilized by the College for various functions and is also available for use by the community.

SULLIVAN PARK

Located on the east side of campus adjacent to the College's tennis courts, this park was dedicated in memory of Ms. Janie Sullivan and was provided for by private donations. It has various plant life, modern lighting, and park benches/tables providing enjoyment for the student body and the public.

STUDENT ORGANIZATIONS

Numerous extracurricular clubs are provided on the campus for the enjoyment and enrichment of the students. These clubs meet regularly and are sponsored by instructors who are interested in and informed about the particular field. Each student is encouraged to participate in at least one of these organizations. A special interest club may be organized by any group of interested students and must meet the following requirements:

1. **Must have at least fifteen (15) prospective members;**
2. **Must have a faculty sponsor;**
3. **Must submit an acceptable constitution and a statement of purpose to the Vice President for Student Services' office;**
4. **Must be approved by the SBA officers;**
5. **Must obtain final approval from the Vice President for Student Services, the Vice President for Instruction, and the President of the College.**

Student organizations include:

Freshman Class, President's Council, Sophomore Class, and Student Body Association

Honor Society:

Phi Theta Kappa International Honor Society

Curricular organizations include:

Alpha Alpha Epsilon, ASNEC, ECSTSA, HOSA, Phi Beta Lambda, Sigma Sigma Mu Tau, Student Education Association, and SkillsUSA

Special interest organizations include:

Ac'cents, Art, Astronomy Club, Athletics, Band, Book, Cheerleaders, Collegians, Diamond Darlings, EC Business Club, ECCC Choir, East Central Environmental Club, EC Players, Gospel Choir, Native American Association, New Directions, Residence Hall Councils, S.A.D.D., Warrior Corps

Religious organizations include:

Baptist Student Union, Newman Club, Wesley Foundation, and Fellowship of Christian Athletes

Publications include:

The Tom-Tom Newspaper and *Wo-He-Lo Yearbook*

CHAPTER 3

ACADEMIC POLICIES

REQUIREMENTS FOR ADMISSION

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. East Central Community College ascribes to an “open admissions” policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help the individual students succeed in achieving their educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options. There are no programs at East Central Community College designed for transfer to senior institutions that require a minimum ACT score for admission.

Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options **and for possible placement into state of the art developmental instruction.**

East Central Community College is committed to excellent post-secondary education opportunities. East Central does not exclude from participation in, deny the benefits of, or otherwise discriminate against any person in any program or activity of the College on the basis of race, religion, color, national origin, sex, and age or disability. This is in compliance with Title VI of Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, as amended and the American with Disabilities Act of 1990 (ADA).

ACADEMIC, CAREER, AND TECHNICAL STUDENTS

To be admitted as a student to an academic or technical program at East Central Community College, an applicant must have on file in the Office of Admissions and Records:

1. A signed (digitally, if online) and dated official college application;
2. One of the following:
 - A Regular, Career Pathways, or Occupational High School Transcript from an approved high school; or
 - A General Educational Development (GED) certificate; or
 - Official College transcript(s) from degree granting institution(s) accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE); or
 - The completion of no more than one unit less than the minimum acceptable high school units as prescribed by law.
3. Scores on the American College Test (ACT), SAT Reasoning, or the COMPASS Placement Test.

Applicants who have already achieved a passing grade in College Algebra or English Composition I may be admitted to the College without the aforementioned assessments. Admission into certain programs of study or certain courses may still, however, require 1 or more of these scores.

Admission as an East Central Community College student does not guarantee admission to a specific program of study.

For degree seeking transfer students, official transcripts from all previously attended accredited degree granting institutions of higher education are required by the Office of Admissions.

LEGAL RESIDENT STATUS

East Central Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws engaged by the Mississippi Legislature. The College's district includes the following supporting counties: Newton, Leake, Neshoba, Scott, and Winston.

1. **General Rule for Persons 21 and Older.** The residence of an adult is the domicile, i.e., the place where the person physically resides with the intention of remaining or returning to if temporarily absent. MCA 37-103-13.
2. **General Rule for Persons under 21.** The residence of a person under 21 is that of the father, mother or general guardian (guardian appointed by a Miss. court). However, if custody has been granted to one parent, then the residency is that of the custodial parent. If both parents are deceased, residency is that of the last surviving parent unless the person under 21 lives with a general guardian appointed by a Mississippi court. If both parents move out of Mississippi, a minor is immediately classified as a nonresident. An exception is granted by MCA 37-103-7: A student residing within the State of Mississippi who, upon registration at a Mississippi institution of higher learning or community college, presents a transcript demonstrating graduation from a Mississippi secondary school and who has been a secondary school student in Mississippi for not less than the final four (4) years of secondary school attendance shall not be required to pay out-of-state tuition.
3. **When Residency Is Established.** A student may not be admitted as a resident unless residency is in Mississippi prior to admission. MCA 37-103-3. A person entering the state to enter an educational institution is considered a nonresident and remains a nonresident even if adopted by a Mississippi resident or registers to vote or owns land. MCA 37-103-5. See exception in MCA 37-103-25(2) which provides that if a nonresident (1) was born in Mississippi but relocated outside Mississippi as a minor in their father or mother's care, (2) is a veteran of the Armed Forces, and (3) is domiciled in Mississippi no later than six months after separation from service for the purpose of enrolling in a CC/IHL, then such person shall pay resident tuition and fees.
4. **Special Rule for Married Persons.** A married person may claim the residency of their spouse or independent status under MCA 37-103-15. MCA37-103-13.
5. **Special Rule for Children of Faculty and Staff.** Children of parents who are members of the faculty or staff of a CC/IHL may be considered a resident for the purpose of attending that institution. MCA 37-103-9.
6. **Special MPACT Rule.** An MPACT beneficiary is considered a resident. MCA 37-155-5(d)(iii); MS AG Op., Patterson (Oct. 11, 1996).
7. **Special Military Provisions.**
 - a. **Active Duty in Mississippi and Mississippi National Guard.** Members of the Armed Forces on extended active duty in Mississippi and members of the Mississippi National Guard may be classified as residents. Resident status of those not residents of Mississippi per MCA 37-103-13 shall terminate upon reassignment for duty in the continental U. S. outside Mississippi. MCA 37-103-17. See MCA 37-103-21 for proof requirements.
 - b. **Status of Spouse and Children of Military Personnel on Extended Active Duty.** Resident status of a spouse or child of a member of the Armed Forces on extended active duty shall be that of the military spouse or parent during the time that the spouse or parent is stationed in Mississippi. Resident status continues if the military spouse or parent is reassigned from Mississippi to an overseas area (excepting training assignments en route from Mississippi). Resident status of a minor child terminates upon reassignment of the military parent for duty in the continental U. S. outside Mississippi. However, children who attain residency under this section and who begin and complete their senior year in high school in Mississippi and who enroll full-time in a CC/IHL for the fall after their graduation from high school maintain status as long as they remain enrolled in good standing (summer school is not required). MCA 37-103-19(1).

- c. Spouse or Child of a Member of the Armed Forces Who Dies or Is Killed. A spouse or child of a member of the Armed Forces who dies or is killed is entitled to pay resident tuition if the spouse or child becomes a resident of Mississippi within 180 days of the date of death. MCA 37-103-19(2).
 - d. Spouse or Child of a Member of the Armed Forces Stationed Outside Mississippi. If a spouse or child of a member of the Armed Forces stationed outside Mississippi establishes residency in Mississippi and registers with a CC/IHL, the CC/IHL will permit the spouse or child to pay resident fees and tuition regardless of the length of time that the spouse or child has resided in Mississippi. MCA 37- 103-19(3).
 - e. Effect of Continuous Enrollment. If a member of the Armed Forces or their spouse or child is entitled to pay resident tuition and fees under MCA 37-101-19 while enrolled in a degree or certificate program, they may continue to pay resident tuition and fees in subsequent terms while continuously enrolled in the same degree or certificate program. (Student may withdraw or not enroll for one semester with medical documentation without losing status and no summer term is required. In addition, student's status remains unchanged even if they are no longer a member of the Armed Forces or the child or spouse of a member of the Armed Forces). MCA 37-101-19(4).
8. **Aliens.** Section 37-103-23 states that all aliens are classified as nonresidents. However, this section was declared unconstitutional in *Jagnadan v. Giles*, 379 F. Supp. 1178 (N.D. Miss. 1974), affirmed in part on other grounds 538 F.2d 1166 (5th Cir. 1976). No statutory provision addressing aliens and residency for tuition purposes is currently in effect. Accordingly, aliens should be treated in the same manner as other persons attempting to prove resident status for the purpose of determining tuition and fees charged by CC/IHL's.
- a. Immigrants Distinguished from Nonimmigrants. Under the Immigration and Nationality Act, aliens are classified as (1) "immigrants", i.e., persons seeking to be permanent residents, and (2) "nonimmigrants", i.e. persons seeking admission to the U. S. for a limited time, usually for a limited purpose.
 - b. Immigrants, Permanent Residents or "Green Card" Holders. Generally speaking, most persons having immigrant or permanent resident status ("green card" holders) have the ability to establish a domicile in Mississippi and to qualify as Mississippi residents.
 - c. Nonimmigrant Visa Holders. Most persons holding nonimmigrant visas, including F -1 student visas, will not be able to demonstrate the requirements for a Mississippi domicile because their visas are temporary in nature and U. S. approval of their visas may have required a determination that the persons intended to return to their country of origin after the purpose of their visas is concluded. This being the case, the person's domicile would remain in their country of origin. In addition, Section 37-103-5 provides that a person entering Mississippi to attend an educational institution is and remains a nonresident for tuition purposes. See 3 above. However, there may be instances in which nonimmigrants can establish residency in Mississippi due to special provisions or special circumstances. For example, in *Toll v. Moreno*, 458 U. S. 1, 102 S. Ct. 2977, 73 L.Ed. 2d 563 (1982), the United States Supreme Court concluded that, while Congress precluded many aliens in nonimmigrant categories from establishing domicile in the United States, it allowed G-4 aliens to establish domicile in the U. S.
9. **Miscellaneous Provisions.** Any student willfully presenting false evidence of residency is deemed guilty of a misdemeanor. MCA 37-103-27. Law is not to be construed as requiring the admission of nonresidents. MCA 37-103-29.

MISSISSIPPI VIRTUAL COMMUNITY COLLEGE

The Mississippi Virtual Community College is a cooperative of Mississippi's 15 community college districts and the Mississippi State Board for Community and Junior Colleges. Its mission is to provide educational opportunities to constituencies who live within the various community and junior college districts in Mississippi and to others beyond those boundaries.

Through MSVCC, students may take courses from community & junior colleges anywhere in Mississippi while getting support services from a local college. To take a course from a *remote* (provider) college, a student enrolls at a *local* (host) community or junior college. The host college supports the student with a full slate of student services including advisement and counseling, financial aid, and learning resources. The host college receives the student's tuition and fees. The host college awards credit for the course. The *remote* (provider) college provides the course instruction. Assignments, tests, and grades are administered by one of its instructors.

For this instructional service, the provider college receives the state's reimbursement for the enrollment.

This cooperative makes it possible for MSVCC colleges to leverage their distance learning resources—including faculty, courses, support services, and technology—to benefit students throughout Mississippi and beyond.

For a list of courses offered through MSVCC, please see the web site at <http://msvcc.blackboard.com>.

HEALTHCARE EDUCATION STUDENTS

Students applying for any Healthcare Education Program must meet all General Admission Requirements of the College. In addition to the general admission requirements, each program has specific requirements for admission. All Healthcare Education Program applications must be submitted to the Office of Healthcare Education.

Application Deadlines:

Associate Degree Nursing for annual fall admission: March 31

LPN to ADN Transition for annual spring admission: November 15

Practical Nursing for annual fall admission: May 1

Practical Nursing for annual spring admission: October 1

Surgical Technology for annual spring admission: June 1

Post acceptance requirements for students selected for admission into any Healthcare Education Program are: ECCC Health Examination form (completed prior to the beginning of class), immunizations against measles, mumps, rubella (MMR, two immunizations), or rubella titer, Hepatitis B vaccine, or signed declination statement, TB skin test (2 step TB test required if not tested in previous 12 months) and American Heart Association Healthcare Provider Course (completed in June, July or August of year of admission).

All healthcare education students are required to submit to a criminal background check according to Mississippi law prior to any clinical experience. If the person has ever been convicted of a felony, or pleaded guilty to, or pleaded no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offence listed in Section 45-33-23 (f), child abuse, grand larceny, burglary, gratification of lust or aggravated assault, felonious abuse and/or battery of a vulnerable adult they may not be eligible to attend clinical experience, thus forfeiting their slot in the program.

Students enrolled in any healthcare education program must submit to random drug screening at any time during the program.

Students enrolled in any healthcare education program must carry professional liability insurance provided through the college.

The student is responsible for all expenses incurred with drug screening, liability insurance and criminal background check. These fees are attached as a lab fee to the student's account in the college business office.

Transportation costs to and from clinical sites will be at the student's expense.

An application to any of the healthcare education programs may be obtained online at www.eccc.edu.

ASSOCIATE DEGREE NURSING PROGRAM

The Associate Degree Nursing Program is designed to provide educational opportunities for qualified students desiring a career in nursing. The curriculum includes a balance of general education, nursing theory, and laboratory and clinical experiences. Graduates receive an Associate of Applied Science Degree (AAS) and those that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The State Board of Nursing may deny any application for licensure due to, but not limited to conviction of a felony, commission of fraud or deceit in the application process, or addiction to alcohol or other drugs. The Associate Degree Nursing Program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi and the National League for Nursing Accrediting Commission.

Admission Procedures

All applicants are required to take the American College Test (ACT) and meet the general admission requirements to the College. Applications for the ADN program may be obtained online at www.eccc.edu after January 3 each year. Application deadline for the fall class is March 31. All entrance materials must be on file in the Office of Admissions, Records, and Research and the Healthcare Education **Office** by March 31.

Admission Requirements:

1. The student must apply for regular admission and be accepted by the College.
2. The student must apply to the Associate Degree Nursing Program.
3. The student must have an ACT composite score of 18 or higher.
4. Students must have a cumulative GPA of 2.00 or better.
5. All students are required to complete Anatomy & Physiology I and Anatomy & Physiology II with labs prior to taking the first nursing course. An applicant may be accepted into the AD Nursing program prior to completing these courses, but these courses must be completed in the summer prior to beginning nursing classes in the fall.
6. Students must have at least a "C" in all nursing curriculum courses.
7. All applicants will be required, at the student's expense, to take an RN pre-entrance examination test as specified by the AD Nursing Department.
8. Students selected for admission into the AD Nursing program must submit proof of the following items: physical examination (obtained in June, or July of the year of admission), immunizations against measles, mumps, rubella (MMR), or rubella titer, Hepatitis B vaccine, or signed declination statement, TB skin test (2 step TB test required if not tested in previous 12 months) and American Heart Association Healthcare Provider Course (completed in June, or July of the year of admission). All submissions are due in the AD Nursing Office by July 31 of the year of admission.

Any student must agree to be randomly tested for drugs at any point and time while enrolled in the ADN program. The student is responsible for all expenses associated with testing. (Drug testing fees are included in the student's lab fees assessed by the college).

The number of students admitted into the program will vary according to resources available. Qualified applicants will be given priority based on academic records. Students admitted to any nursing courses must adhere to the current catalog policies and the AD Nursing student handbook.

Acceptance Criteria

To be considered for acceptance into the ADN program, the applicant's file in the Admissions Office and the Healthcare Education Office must be complete. The student is responsible for ensuring that the data in the file is correct and by the application deadline.

Qualified applicants will be considered by the admissions committee on a priority basis using the following criteria:

1. Applicants within the five county ECCC district or previous enrollment at ECCC will receive one (1) additional point.
2. Grade point average based on required courses for ADN curriculum. Students who have received grade of D or F in more than six hours in the required ADN curriculum receive a ten point deduction.

College GPA on ADN Curriculum Courses:

3.5-4.0	4
3.0-3.49	3
2.5-2.99	2
2.0-2.49	1

OR High School GPA with no college courses taken:

3.5-4.0	4
3.0-3.49	3
2.5-2.99	2
2.0-2.49	1

3. ACT composite score

Above 27	6
24-26	5
21-23	4
18-20	3
<18	0

4. ADN curriculum courses completed with a grade of "C" or greater in which the student is enrolled full-time during the following coursework: Anatomy and Physiology I and II and Microbiology.

Sciences Completed	Points
All three sciences	3
Two sciences	2
One science	1

Admission criteria and the expertise of the committee members are utilized in selecting qualified applicants.

All Healthcare Education Division students must submit to and satisfactorily complete a criminal background check. Admission may be rescinded and reversed based on review of the students' criminal background check.

Students who refuse to submit to a criminal background check or do not pass the criminal background check review will be dismissed from the program. Students who are dismissed from a Healthcare Education Division program may seek admission into another educational program.

LPN TO ADN BRIDGE PROGRAM FOR ASSOCIATE DEGREE NURSING

Applications for the College may be obtained from the Office of Admissions, P. O. Box 129, Decatur, MS 39327. Applications for the LPN to ADN Bridge Program may be obtained online at www.eccc.edu after August 1 each year. Application deadline for the annual spring admission is November 15.

Admission Requirements:

1. The student must apply for regular admission and be accepted by the College.
2. The student must apply to the Associate Degree Nursing Program.
3. The student must have an ACT composite score. Students must have a cumulative GPA of 2.00. Students must have at least a "C" in all nursing curriculum courses. Students with less than the ACT composite score of 18 are required to have an overall grade point average of 2.5.
4. Hold a current unrestricted license to practice as a licensed practical nurse in Mississippi.
5. Have one-year clinical work experience within the last five years; documentation from employer(s) must be submitted with application.
6. Score 100% on dosage calculation test given prior to admission.

Prerequisite courses:

Anatomy and Physiology I with Lab
Anatomy and Physiology II with Lab
English Composition I
Human Growth & Development

Meeting the admission criteria does not guarantee admission into the program. The number of students admitted into the program will vary according to resources available.

The acceptance criteria are the same as for the two year ADN program. Post acceptance requirements are the same as all other ADN students.

All information pertaining to the Associate Degree Nursing Program may be found in the East Central Community College catalog or by contacting NLNAC, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 404-975-5000.

ADMISSION REQUIREMENTS FOR EMERGENCY MEDICAL TECHNICIAN (EMT) BASIC

Emergency Medical Technician is a one-semester instructional program that prepares individuals to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight, trained in airway management, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. Students who complete the program are eligible to take the National Registry of Emergency Medical Technicians Exam and become state certified.

Admission Requirements:

1. The student must apply for regular admission and be accepted by the College.
2. The student must submit an application for the EMT Basic course to the Office of Healthcare Education.
3. The student must have a high school diploma or GED.
4. The student must be 18 years of age.
5. The student must have a minimum ACT score of 16.

Qualified applicants will be considered by the admissions committee on a competitive basis. Meeting the admission criteria does not guarantee admission into the program. The number of students admitted into the program will vary according to resources available.

Post acceptance requirements for students selected include a physical examination, MMR immunizations, Hepatitis B vaccines, proof of 2 step TB skin test, and American Heart Association Healthcare Provider Course. All students must agree to be randomly tested for drugs at any point and time while enrolled in any healthcare program. The student is responsible for all expenses associated with testing.

All Healthcare Education Division students must submit to and satisfactorily complete a criminal background check. Admission may be rescinded and reversed based on review of the students' criminal background check.

Students who refuse to submit to a criminal background check or do not pass the criminal background check review will be dismissed from the program. Students who are dismissed from a Healthcare Education Division program may seek admission into another educational program.

ADMISSION REQUIREMENTS FOR EMERGENCY MEDICAL TECHNICIAN (EMT) - PARAMEDIC

All applicants are considered on a competitive basis. Meeting the minimum admission requirements does not guarantee admission into the program. Applicants are evaluated on ACT score, academic course work, GPA, and health care work experience.

All applicants must:

1. apply for regular admission and be accepted by the College.
2. submit an application for the Paramedic Technology program to the Office of Healthcare Education.
3. have a high school diploma or GED.
4. be 18 years of age.
5. have a minimum ACT score of 16.
6. hold a Mississippi EMT-Basic Certification.
7. have completed Anatomy and Physiology I with lab and Anatomy and Physiology II with lab with a grade of "C" or better.

Qualified applicants will be considered by the admissions committee on a competitive basis. Meeting the admission criteria does not guarantee admission into the program. The number of students admitted into the program will vary according to resources available.

Post acceptance requirements for students selected include a physical examination, MMR immunizations, Hepatitis B vaccines, proof of 2 step TB skin test, criminal background check and American Heart Association Healthcare Provider Course. All students must agree to be randomly tested for drugs at any point and time while enrolled in any healthcare program. The student is responsible for all expenses associated with testing.

All Healthcare Education Division students must submit to and satisfactorily complete a criminal background check. Admission may be rescinded and reversed based on review of the students' criminal background check.

Students who refuse to submit to a criminal background check or do not pass the criminal background check review will be dismissed from the program. Students who are dismissed from a Healthcare Education Division program may seek admission into another educational program.

ADMISSION REQUIREMENTS FOR PRACTICAL NURSING

All applicants are considered on a competitive basis. Meeting the minimum admission requirements does not guarantee admission into the program. Applicants are evaluated on ACT score, academic course work, GPA, PAX-PN, and health care work experience.

To be admitted to the Practical Nursing Program (PN) applicants must:

1. Apply for regular admission and be accepted by the college;
2. Apply to the Practical Nursing Program;
3. Take a pre-admission examination-PN with a minimum percentile of 51 (at student's expense).
4. Be eighteen (18) years of age or older;
5. Have a high school diploma or GED;
6. Have an ACT composite score of 16 or higher.

Students are selected using the following point system:

ACT	Pre entrance Exam Score	GPA (High School or College)
16-18=1 point	51-60=1 point	2.0-2.9=1 point
19-21=2 points	61-70= 2 points	3.0-3.9=2 points
22-24=3 points	71-80=3 points	4.0=3 points
25 & above=4 points	80+= 4 points	
A&P I	A&P II	
A=2 points	A=2 points	
B=1 point	B=1 point	
Students within the five county ECCC district or previous enrollment at ECCC = 1 point		

Credit will be given for prior learning. If the student has taken Anatomy and Physiology I and II with the labs and received a grade of "C" or better, then the student will receive credit for PNV 1213 Body Structure And Function. The courses must be taken within the previous five (5) years or score at least 60 percentile on the HESI A2 pre-entrance exam Anatomy and Physiology subject area to receive credit for this course.

Applications for the PN program may be obtained online at www.eccc.edu. Application deadline is May 1 for the fall class and October 1 for the spring class.

Qualified applicants will be considered by the admissions committee on a competitive basis. Meeting the admission criteria does not guarantee admission into the program. The number of students admitted into the program will vary according to resources available.

Post acceptance requirements for students selected include a physical examination, MMR immunizations, Hepatitis B vaccines, proof of 2 step TB skin test, criminal background check and American Heart Association Healthcare Provider Course. All students must agree to be randomly tested for drugs at any point and time while enrolled in any healthcare program. The student is responsible for all expenses associated with testing.

All Healthcare Education Division students must submit to and satisfactorily complete a criminal background check. Admission may be rescinded and reversed based on review of the students' criminal background check.

Students who refuse to submit to a criminal background check or do not pass the criminal background check review will be dismissed from the program. Students who are dismissed from a Healthcare Education Division program may seek admission into another educational program.

ADMISSION REQUIREMENTS FOR SURGICAL TECHNOLOGY

All applicants are considered on a competitive basis. Meeting the minimum admission requirements does not guarantee admission into the program. Applicants are evaluated on ACT score, academic course work, and GPA. Completed Healthcare Education Program application must be submitted to the Office of Healthcare Education by June 1 for spring admission.

To be admitted to the Surgical Technology Program applicants must meet the following criteria:

1. The applicant must be of legal working age (18) before program completion;
2. The applicant must have a 12th grade education as demonstrated by a high school diploma or its equivalent as demonstrated by the General Development Test;
3. The applicant must be in good physical condition as verified by a medical examination and certifying report* (National Certification Requirement);
4. Applicants must have an ACT composite score of 16 with a 12 in math and reading, or 12 composite if taken before October 1989, with a 12 in math and reading, or 12 composite if taken before October 1989, with a 12 in math and reading;
5. The applicant must have acceptable personal qualities as established through a personal interview;
6. Applicants shall be selected for interviews by the Surgical Technology Committee;
7. The applicant must be recommended for admission by the Surgical Technology Admissions Committee; and
8. Must have CPR-C certification.

Qualified applicants will be considered by the admissions committee on a competitive basis. Meeting the admission criteria does not guarantee admission into the program. The number of students admitted into the program will vary according to resources available.

Post acceptance requirements for students selected include a physical examination, MMR immunizations, Hepatitis B vaccines, proof of 2 step TB skin test, criminal background check and American Heart Association Healthcare Provider Course. All students must agree to be randomly tested for drugs at any point and time while enrolled in any healthcare program. The student is responsible for all expenses associated with testing.

All Healthcare Education Division students must submit to and satisfactorily complete a criminal background check. Admission may be rescinded and reversed based on review of the students' criminal background check.

Students who refuse to submit to a criminal background check or do not pass the criminal background check review will be dismissed from the program. Students who are dismissed from a Healthcare Education Division program may seek admission into another educational program.

TRANSFER STUDENTS

Students desiring to attend East Central Community College after having attended another college (degree granting institutions accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE)) must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing from the previous college may be accepted in a probationary status for one semester. If the student receives academic probation at the completion of one semester, the student will be suspended per the College's Academic Suspension policy. A student may apply up to 46 credit hours towards an ECCC Associate Degree program. Questions regarding transferability of some courses should be directed to the Office of Admission and Records.

TRANSFER CREDITS

East Central Community College grants transfer credit based on content, level and comparability of the courses, applicability of the courses to fulfilling degree requirements of the student's intended major, performance quality of the student in the courses, and accreditation of the institution at which the work was completed. Credits earned at degree granting institutions accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE) may be considered for acceptance by the Dean of Admissions and Records.

The College uses A Uniform Course Numbering System in Mississippi issued by the Mississippi Board for Community and Junior Colleges for transfer of academic credits from another institution of higher education. Academic courses eligible for transfer must be included in A Uniform Course Numbering System in Mississippi or must be equivalent to the courses included in A Uniform Course Numbering System in Mississippi.

The College uses the Uniform Course Numbering System for Career and Technical Education issued by the Mississippi Board for Community and Junior Colleges for transfer of career or technical credits from another institution of higher education. Career or technical courses must be included in the Uniform Course Numbering System for Career and Technical Education or must be equivalent to the courses included in the Uniform Course Numbering System for Career and Technical Education. Only courses from programs approved by the Mississippi Board for Community and Junior Colleges for East Central Community College are eligible for transfer. Technical credits from health related programs that have ended in a successful terminal degree will not be eligible for transfer.

Transfer credit is identified on an official college transcript and cannot exceed the College's credit value assigned to the course. Credit is allowed only for those courses in which a grade of "D" or better has been earned.

CAREER STUDENTS

To be admitted as a full-time student to a career program: welding or carpentry and cabinet-making, an applicant must:

1. The student must apply for regular admission.
2. Be of legal working age (18) before program completion;
3. Have an official application and a transcript from the last school attended on file in the Office of Admissions, Records, and Research;
4. Complete an interview with the career counselor or with an instructor in the program of choice.

To be admitted to the cosmetology program, an applicant must:

1. The student must apply for regular admission and be accepted by the College.
2. Be a high school graduate or the equivalent.
3. The student must make a 14 (composite in English and math) on the ACT or score 8th grade equivalent or above as measured by the TABE Standardized Test administered by East Central Community College personnel;
4. Upon notification of the above requirements being met, the applicant will have a personal interview by the Cosmetology Admissions Committee.
5. The applicant must be recommended for admission by the Cosmetology Admissions Committee.

INTERNATIONAL STUDENTS

International students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college or technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, satisfactory scores on the East Central Community College placement tests, proof of financial responsibility, and proof of health insurance.

Applicants, both freshmen and transfer, whose native language is not English, are required to submit scores on the Test of English as a Foreign Language (TOELF) as follows:

- paper based (pbt): 525 or higher
- computer based (cbt): 197 or higher
- internet based (ibt): 71 or higher

The following materials must be in the Office of Admissions and Records at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission;
2. A certified copy mailed from the school or the translation company of all high school and/or college transcripts of previous credits earned;
3. Information, a letter from a bank, showing sufficient financial support;
4. Proof of health insurance; and
5. A copy of Form 1-20.

Fees:

1. In addition to the regular tuition and fees paid by in-state students, international students will be assessed out-of-state fees payable at registration.
2. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

PART-TIME STUDENTS

Part-time students must meet the same admission requirements as do full-time students.

SPECIAL ADMISSION

In conformity with Section 37-29-1, Mississippi Code of 1972 as amended in 1998, East Central Community College will admit students who have not completed the requirements for regular admission to the College but who meet the enrollment criteria specified in either policy 4.1.6.1 or 4.1.6.2.

DUAL ENROLLMENT

Students may be granted admission status at East Central Community College while concurrently enrolled in high school if they meet the following admission requirements:

1. Have completed a minimum of fourteen (14) core high school units (students who do not have fourteen (14) core high school units but who have a composite score of thirty (30) on the ACT Assessment may be considered for enrollment);
2. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high schoolwork completed; and
3. Have the unconditional recommendation of their high school principal or guidance counselor.

The credit earned at East Central Community College by students admitted under the Dual Enrollment Policy will be available for transfer or for meeting the requirements for graduation from the College after the student has received her/his high school diploma.

Dual Credit is a special case of Dual Enrollment wherein the high school student is taking courses for credit towards both an East Central Community College degree and high school graduation requirements. The transcribing of dual credit courses credit towards high school graduation is completely discretionary at the secondary school. Dual Credit courses are generally taught on the premises of the secondary school and taught by an instructor approved by East Central Community College.

EARLY ENROLLMENT

Students may be admitted as regular students at East Central Community College if they meet the following admission requirements:

1. Have completed a minimum of fourteen (14) core high school units,
2. Have a minimum composite score of twenty-six (26) on the ACT Assessment,
3. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed, and
4. Have the unconditional recommendation of their high school principal or guidance counselor that said enrollment is in the best educational interest of the student.

The credit earned at East Central Community College by students admitted under the Early Enrollment Policy will be available for transfer or for meeting the requirements for graduation from the College after the student has successfully completed one (1) full semester of course work.

CONTINUING EDUCATION UNITS

To participate in non-credit (CEU) programs or courses, a student should complete an application form and be of sufficient maturity for the course desired. (Ten hours of instruction are equal to one CEU.) NOTE: No transcript, certificate, test scores, or anything in addition to a completed application is required.

PLACEMENT STANDARDS

When a student is admitted to ECCC, his or her ACT sub-scores are evaluated to determine if certain academic skills need improvement. Any student who has not taken the ACT will be required to take the COMPASS for placement in reading, English and algebra courses. COMPASS is an untimed, computerized test that helps ECCC staff evaluate a student's skills and place him or her in appropriate courses. The following charts specify the correct course(s) that the student should take:

Reading Placement

ACT SCORE	COMPASS SCORE	COURSE PLACEMENT
0-11	0-48	REA 0113 Beginning Reading
12-14	49-69	REA 0123 Intermediate Reading
15+	70-100	No reading course required

Reading Comprehension component of COMPASS

English Placement

ACT SCORE	COMPASS SCORE	COURSE PLACEMENT
0-11	0-25	ENG 0113 – Beginning English
12-14	26-48	ENG 0123 – Intermediate English
15 +	49-100	ENG 1113 – English Composition I

Writing Skills component of COMPASS

Algebra Placement

ACT SCORE	COMPASS SCORE (Pre-Algebra)	COMPASS SCORE (Algebra)	COURSE PLACEMENT
0-13	0-20	0-15	MAT 0123 – Beginning Algebra
14-18	21-100	16-35	MAT 1233 – Intermediate Algebra
19+	n/a	36-100	MAT 1313 – College Algebra

Pre-Algebra/Algebra component of COMPASS

Testing Policies and Procedures

Students who have not taken the ACT

Any student who has not taken the ACT may take the COMPASS placement test two times. The second attempt must be at least one week after the first testing date. The student should complete appropriate tutorial work (credit or non-credit) prior to taking the second test. This work may be in the form of any study preparation suitable for improving knowledge in the subject area. Retesting must take place before the first day of class. A student will forfeit the second testing attempt if the retesting is not completed before the start of classes for the semester. Students taking the COMPASS for initial placement and admission shall be given first priority to test.

Students who have taken the ACT

Any student who has taken the ACT, but wishes to improve his or her placement level(s) may attempt the COMPASS placement test one time. COMPASS is divided into three individual tests. A student may choose to skip any of the three tests but will not be allowed another opportunity to complete a test that was skipped. Testing must take place prior to the first day of class. Students taking the COMPASS for initial placement and admission shall be given first priority to test.

Registration for Testing

Students may register for COMPASS at the Success Center which is located on the second floor of the Eddie M. Smith Building. To register via phone, students may call 601.635.6346.

Testing Locations

COMPASS is administered in the Success Center's Student Services computer lab in the Eddie M. Smith Building. Students will be assigned a testing location when they register.

Fee schedule

Testing fees may be paid in the ECCC Business Office which is located in the Arno Vincent Administration Building. The accepted forms of payment are cash, check, VISA or MasterCard (either debit or credit.)

The cost for COMPASS will be \$20 for all assessments (reading, English, pre-algebra, and/or algebra) or \$10 for a combination of the reading and English assessments or \$10 for the algebra assessment.

Retests will be \$10 for all assessments (reading, English, pre-algebra/algebra) or \$5 for a combination of the reading and English assessments or \$5 for the algebra assessment.

Students will be given a receipt upon payment. This receipt must be presented upon arrival for testing.

Testing Information for Students:

- Only students who have submitted an application to the ECCC Office of Admissions will be allowed to take the COMPASS assessment.
- Anyone wishing to test must present a valid photo I.D. No one will be allowed to test without proper identification. This may be: a driver's license, a military I.D. card or a school I.D. card.
- No cell phones, pagers, timers, drinks, food, or tobacco products are allowed in the testing area.
- An on-screen calculator is available for use during the pre-algebra/algebra test, but an approved personal calculator may be used. Cell phone calculators and TI-89 or TI-92 graphing calculators are NOT allowed.
- COMPASS is an untimed test. As a general rule, testing time is approximately two hours.
- Test results are available immediately following the test.
- COMPASS scores are not transferable to other colleges.
- ECCC will not fax scores to individuals, businesses or other educational entities.

General Information about COMPASS

COMPASS (Computer-Adaptive Placement Assessment and Student Services) is a computerized assessment that provides important information about individual skills and preparation for college-level courses. It is an untimed, adaptive computer-based test that measures skills in reading, writing, and mathematics. On the reading test, the student will be given one or more passages to read and then will answer questions about the passage(s). The writing skills test consists of one or more essays in which the student will identify and correct errors in grammar, punctuation, usage, and style. On the mathematics test, the student will solve problems that measure numerical, pre-algebra and algebra skills. Some of the areas included on this test are: basic operations with integers, fractions, and decimals, exponents, ratios and proportions, percentages and topics in elementary algebra, intermediate algebra and coordinate geometry. Sample questions are available at the following Web site: <http://www.act.org/compass/student>.

BENEFITS FOR VETERANS

East Central Community College is an approved institution for providing education training for veterans. The Coordinator for Veterans Affairs and Enrollment Support serves as Veterans Advisor and offers assistance in handling matters pertaining to veterans at the College.

SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Dean of Admissions, Records, and Research.

NATIONAL GUARD, VETERANS PREVIOUS EDUCATION, SERVICE MEMBERS OPPORTUNITY COLLEGES; EVALUATION, CREDIT, AND TRANSFER

East Central Community College evaluates previous military experience in accordance with the recommendations of the American Council on Education (ACE) through the Guide in the Evaluation of Educational Experience in the Armed Forces. The College awards credit to a veteran through several sources.

1. Previous college transcripts
2. College-Level Examination Program (CLEP)
3. Advanced Placement (AP)
4. DDST (Formerly known as DANTES Subject Standardized Test)
5. DD214 (Discharge Papers and Separation Documents) or NOBE (Notice of Basic Eligibility)
6. Army American Council on Education Registry Transcript System (AARTS); Sailor/Marine American Council on Education Registry Transcript (SMART); USAF Air University: Community College of the Air Force

The College awards credit to students who are enrolled at the College who score at least 50 on approved CLEP tests and at or above the fiftieth percentile on approved DSST Subject Examinations. A grade of "Z" is recorded for credit granted. No quality points are granted. Credits are not used in computing grade point average.

The College will award seven semester hours of credit on a veteran's record when a copy of the DD214 or a copy of the Notice of Basic Eligibility (NOBE) is presented to the Director of Admissions and Records.

These hours include:

- A. 4 semester hours of Physical Education
- B. 3 semester hours of Personal and Community Health

No credit is established by the College for experiential learning; however, credit is accepted when transcribed from Army American Council on Education Registry Transcript System (AARTS); Sailor/Marine American Council on Education Registry Transcript (SMART); or USAF Air University: Community College of the Air Force. The transcripts are forwarded to the advisor for the Career or Technical program in which the student is enrolled. The Career or Technical advisor evaluates the transcript and sends a list of the courses equivalent to the College's Career or Technical Courses to the Director of Admissions and Records. The Director of Admissions and Records adds the courses to the student's record.

The Dean of Admissions and Records evaluates and determines academic credit to be granted when transcribed from Army American Council on Education Registry Transcript System (AARTS); Sailor/Marine American Council on Education Registry Transcript (SMART); or USAF Air University: Community College of the Air Force.

A student can receive credit for a maximum of 30 semester hours of approved military training.

EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]

Monitoring Academic Progress for Veterans or Eligible Persons Receiving Educational Benefits under one of the Various U.S. Department of Veterans Affairs (VA) Programs

In accordance with Veterans Administration Regulation 14253 revised DVB Circular 20-75-84 dated August 14, 1975 (VA Regulations and Circular), East Central Community College adheres to the Guidelines for Institutions Enrolling Veterans and Eligible Persons: Standards for Maintaining Adequate Records and Policies for Satisfactory Progress, Previous Education and Training, Conduct, and Attendance.

1. The College maintains a written record of previous education and training.
 - a. Transcripts of college-level education are part of the record.
 - b. The records clearly indicate that appropriate credit has been granted with training periods proportionately shortened and VA so notified.
 - c. The College maintains an official record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the length of the degree program shortened proportionately. The veteran and VA will be notified of this official evaluation of prior education or training.
2. The College maintains adequate records to show progress of each veteran.
 - a. Records show continued pursuit at the rate for which enrolled and progress being made.
 - b. Records include final grades in each subject for each term or semester.
 - c. Accumulative permanent records are maintained to reflect grades in all subjects undertaken.
 - d. Students are not permitted to enroll repeatedly in courses, not attend, and withdraw without penalty. A veteran student may repeat a course in which a passing grade has been achieved only when a higher grade is required by the major.
 - e. The school records reflect the point in time when educational benefits should be discontinued for unsatisfactory progress, unsatisfactory conduct, and withdrawals.
 - f. The policy includes the grade point average (2.000 on a 4.0 scale) required for graduation.
 - g. Academic Probation and Academic Suspension are clearly delineated. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A – 4; B – 3, C – 2, D – 1, and F – 0
 - h. No veteran student will be considered to have made satisfactory progress when the student fails, receives no credit, or withdraws from all subjects undertaken when enrolled in two or more subjects, except when there are extenuating circumstances.
3. The College enforces a policy relative to standards of conduct and progress.
 - a. Records show withdrawal from any subject to include the last date of attendance.
 - b. Records show re-enrollment in subjects from which there was a withdrawal or course in which no credit was given.
 - c. The College maintains adequate attendance records for veterans.

SOPHOMORE STATUS

Before a student can be classified as a sophomore, he/she must have earned a minimum of 30 hours or its equivalent from an approved college.

TESTING SERVICE

East Central Community College is a fully participating institution in the American College Testing Program and administers the test on all nationally scheduled testing dates. The national test must be scheduled through www.act.org. The East Central Testing Center provides admission and placement testing through the COMPASS and the ACT Residual. The COMPASS and ACT Residual must be scheduled through the Testing Center. Tests are provided by appointment only. In addition to the ACT, the College administers and utilizes the COMPASS examination for placement into English, Mathematics, and Reading courses as well as The Warrior Path to Success program. To contact the Testing Center, call 601-635-6346.

Further, the General Educational Development Test (GED) is administered on a monthly basis.

SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. In addition to the semester system, ECCC offers accelerated sessions called Intensive Terms, typically one-half the length of a semester. During the summer, there is an eight (8) week summer session divided into two four-week terms, and a three-week intersession. The College also offers courses at other times to meet the needs of students.

Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester. In general, a semester hour of credit is equal to 750 minutes of instruction.

Classes are also offered off-campus at various locations throughout the five county district.

DISABILITY SUPPORT SERVICES

East Central Community College provides reasonable accommodations for students with disabilities through Disability Support Services (DSS). DSS verifies eligibility for accommodations and works with eligible students who have self-identified and provided current documentation.

Students should contact Dr. Randall Lee, Vice President for Student Services at 601-635-6375 to establish a plan for reasonable accommodations and services.

Student Records

RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The College recognizes that the maintenance of student information and educational records is necessary and vital to assist the student's education and development and to provide opportunities for College research and policy formulation. The College recognizes its obligation to exercise discretion in recording and disseminating information about students to insure that their rights of privacy are maintained.

The College will furnish annual notification to students of their right to inspect and review their educational records, the right to request amendment of educational records considered by them to be inaccurate or misleading or that violate privacy or other rights; and of their right to a hearing should the College decline to amend such records. The annual notice will be published in the College's catalog, student handbook, and on the College website. The College utilizes The Guide for Retention and Disposal of Records as published by the American Association of Collegiate Registrars and Admissions Officers as the policy for disposal of student records.

The following guidelines have been developed to insure the privacy rights of students. For the purposes of the policy statement a student is defined as an individual who has been admitted and has been in attendance in the College.

Student Access to Records:

Students have the right to be provided a list of the type of educational records maintained by the College which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the College to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Students do not have access to: financial records of their parents; confidential letters and statements of recommendation which were placed in the educational record prior to January 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right of access, respecting admission, application for employment, and the receipt of an honor or honorary recognition. See 20 U.S.C. §1232g.

Students do not have access to: instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual except a substitute; Campus Security records which are maintained apart from educational records, which are used solely for law enforcement purposes, and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the Alumni Office records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his or her capacity or to records created in connection with the treatment of the student under these conditions which are not disclosed to anyone other than individuals providing treatment. These records may be reviewed by a physician or appropriate professional of the student's choice. See 20 U.S.C. § 1232g.

Procedures for Access:

Students should contact the appropriate office to inspect and review their records. An office may require that a College official be present when a student inspects and reviews his educational records. Any questions concerning a student's access to records should be directed to the Dean of Admissions and Records.

Release of Directory Information:

Directory information may be released by the College without the student's written consent. Directory information consists of the following items: name; local, home, or permanent address; email address; name and addresses of parents or guardian; classification (freshman, sophomore, etc.); major and minor fields of study; dates of attendance; full- or part-time status; degrees, awards and honors, and dates awarded; rank in class; and previous institutions attended. Directory information does not include social security number, PINs, date of birth, and test scores. Participation in recognized activities and sports, weight and height of members of athletic teams, and other similar information is considered directory information. See 20 U.S.C. §1232g. A student may deny the release of directory information by completing the form "Request to Prevent Disclosure of Directory Information" located in the Dean of Admissions and Records office. A former student, one who is not in attendance, must contact the Dean of Admissions and Records to deny the release of directory information.

Release of Educational Records:

The College will release a student's educational record(s) upon the student's completion of the form "Authorization to Disclose Academic Information."

The College may release students' educational records to the following without prior written consent:

1. College officials who have a legitimate educational interest in the records. College officials are defined as teachers, administrative personnel and other employees except personnel of the security or law enforcement unit of the College who in the performance of their normal duties require access to student records. If College officials are required in the performance of their duties to review the educational records of a student, this will be considered to be a legitimate educational interest.
2. Officials of another school in which the student intends to enroll upon request of the transfer school.
3. Government representatives of the Comptroller General of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
4. Appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
5. To organizations conducting studies for, or on behalf of, the College or its agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of a dependent student as defined in section 152 of the Internal Revenue code of 1986. College officials may release educational records to parents on the basis of written certification from the parent that the student is a dependent as defined under the Code.
8. To comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
9. To appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released, that information will only be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.
10. No personal information on a student will be released without a statement from the College to the party receiving the information that no third party is to have access to such information without the written consent of the student.

This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. §1232g), and is not intended to impose any restrictions or grant any rights not specifically required by this Act.

GRADES

Grades will be electronically submitted through the College's secure portal by the instructors at the midpoint of each semester. Grade reports will be available to the student at the College's secure portal. The mid semester grade is a progress report and is not recorded on the student's permanent record.

At the end of the semester, instructors will electronically submit a final grade through the College's secure portal. The final grade will be recorded on the student's permanent record. Grade reports will be available to the student at the College's secure portal

GRADING SYSTEMAcademic Grades

A	92 – 100	Excellent
B	83 – 91	Good
C	74 – 82	Average
D	65 – 73	Poor
F	64 – below.....	Failure
I	Incomplete	

Temporary grade given at the end of the semester only when illness or other unavoidable reasons prevent the student from taking the final examination or completing the course on time. The grade becomes an F if requirements are not met by the end of the next semester.

Administrative Grades

AU	Audit (No credit on hours attempted or earned)
Z	Non-Traditional Credit (Military, CLEP, DSST, and/or AP)
W	Withdraw (Assigned for students with excessive absences or for students who drop a course one week prior to exams)

INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Dean of Admissions, Records, and Research before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester or a grade of "F" will be recorded by the Dean of Admissions, Records, and Research. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

APPEAL PROCEDURES FOR GRADES

See Student Complaint Procedures.

HONORS AND QUALITY POINTS

HONORS — Special recognition is given those students doing outstanding work in their academic subjects at the end of each grading period and at graduation. The honors are based on quality point averages.

<u>HONORS</u>	<u>Required Quality Point Average</u>
President’s List	4.00
Dean’s List.....	3.50
Honorable Mention.....	3.00

QUALITY POINTS — Quality points are based on the grade and number of hours credit for each course and are computed as follows:

<u>GRADES</u>	<u>Quality Points</u>
A	4 for each semester hour
B	3 for each semester hour
C	2 for each semester hour
D	1 for each semester hour
F	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for the academically talented students. Specially designed honors classes are offered to stimulate the honor student’s spirit of inquiry and to provide opportunities for more in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among the academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interest.

HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty. Courses are scheduled so that a student may participate in all honors courses or in any combination of courses. Courses offered include: Elementary Functions, Honors English Composition I, Honors English Composition II, Honors English Literature I, and Honors English Literature II.

Students with a Math ACT score of 25 and a score of 30 or above on a math assessments administered by the East Central Community College math faculty are eligible to enroll in Elementary Functions. Students with a 25 composite and a 27 English score on the ACT are eligible to participate in Honors English. Students with a 25 composite and a 25 reading score on the ACT are eligible to participate in Honors American History I.

Students are invited to enroll in Honors English Literature based on grades in previous English courses, ACT scores, and teacher recommendation.

ADVANCED PLACEMENT/CREDIT BY EXAMINATION

East Central has two provisions for granting credit by advanced placement of students and one provision for granting credit by examination.

Articulated Credit for Career and Technical Programs

East Central Community College will use the current Statewide Articulation Agreement for Career and Technical Education from the Mississippi State Board for Community and Junior Colleges to grant credit for Career and Technical courses defined in the Articulation Agreement.

To be eligible for articulated credit, a student must:

1. Meet all College admissions requirements;
2. Be registered as a full-time student in good standing in one of the College's Career or Technical programs;
3. Complete the articulated Secondary Career or Technical Program; and
4. Score 80 percent or higher on the Mississippi Career Planning and Assessment System (MS CPAS) in their secondary program of study.

To be awarded articulated credit, a student must:

1. Meet with the Career or Technical Advisor for the articulated program and request articulated credit, Advisor will notify the Dean of Admissions and Records and Research;
2. Enroll in the College within 18 months of graduation; and
3. Successfully complete 12 non-developmental career, technical or academic credit hours in the corresponding articulated postsecondary Career or Technical program.

How MS CPAS will be documented:

The Research and Curriculum Unit of Mississippi State University will provide the Mississippi State Board for Community and Junior Colleges a list of all secondary Career and Technical students scoring at or above the 80 percent for the articulated programs.

The Mississippi State Board for Community and Junior Colleges will forward the list of students eligible for articulated credit to the College.

Transcripting of Articulated Credit:

Students must complete twelve (12) non-developmental career, technical or academic credit hours in the articulated postsecondary Career or Technical program before the articulated credit is transcripted.

A grade of "Z" is recorded for credit granted. No quality points are granted. Credits granted are not used in computing grade point average.

Cost: No Costs Will Be Assessed On Hours Earned Through Articulated Credit.

The student may transfer back to the beginning level course should the student intending to receive credit under this agreement fail to make satisfactory progress in the next higher sequential course.

Advanced Placement Examination

Students who make a score of three (3) or higher on the Advanced Placement (AP) test will be given credit for the course at East Central. Generally an AP score of three (3) will result in awarding three (3) semester hours credit in the subject area. More than three (3) semester hours credit may be awarded for AP scores of four (4) or five (5) when approved by the appropriate division chairs working in conjunction with departmental faculty and the Vice President for Instruction. Academic credit established through AP will not carry a letter grade and will not be included in calculating the quality point average.

College Level Examination Program (CLEP) and DDST Subject Standardized Test (formerly known as DANTES)

East Central Community College awards academic credit through the College Level Examination Program (CLEP) and DDST Subject Standardized Test (formerly known as DANTES Subject Standardized Test (DDST) to students who are enrolled at East Central who score at or above the fiftieth percentile on approved CLEP and DDST Subject Examinations. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations.

East Central is not a testing center for the CLEP or DDST and does not establish credit on the General Examination. Academic credit established through the CLEP or DDST will not carry a letter grade and will not be included in calculating the quality point average.

ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

CHANGING PROGRAM

Changes of Program requests should be submitted to the Office of Admissions, Records, and Research before the end of the Census Date (end of the Drop/Add Period) of a given term. After the Census Date, processing of requests for program changes may wait, for reporting reasons, until the beginning of advance registration for the following term. A student should discuss any proposed changes in his program with his/her advisor. No student will be permitted to register in a new course after the second week of any regular semester.

PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a fulltime student and should follow one of the curriculums as outlined.

CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the College has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the College. The College sponsor of the group supplies a list to the Dean of Admissions, Records, and Research's Office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed.
2. Unofficial absences occur when students who are not representing the College miss class. Total unofficial absences per class may not exceed two for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week or ten for a class meeting five times per week. Exceptions to this policy include classes that meet less than a full semester; Mississippi Virtual Community College classes, associate degree nursing classes, and some of the Career and technical classes. The instructor will notify students in these classes of the absentee policy in those particular classes in writing at the beginning of the semester. Tardies which equal the number of times the class meets per week will constitute an unofficial absence. (Exception: For classes which meet once per week, three tardies will constitute an unofficial absence.) If a student exceeds these numbers of absences he/she will be cut out of class and will be administratively withdrawn.
3. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.
4. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class. The student should meet with the instructor at the next class meeting after missing over the limit allowed. The instructor will explain the appeal process. The instructor will counsel with the student and discuss the reasons and excuses. If the student is readmitted, he/she will sign a form stating that they will not be tardy or absent from the class for the remainder of the semester and if they are, they will be dropped and will not have the opportunity to appeal again. If the student is denied reentry by the instructor the student will have the opportunity to appeal to the Absentee Appeals Committee. This committee will include the Vice President for Student Services, the student's instructor, the academic or career-technical counselor (depending on classification of student), an administrator-at-large, an instructor-at-large, and an officer of the Student Body Association. A majority vote will be necessary for the student to be reinstated in class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. The last step in the appeals process will be the hearing before the President. The Student must continue to attend the class through the entire process.

5. If the student does not return to class within one calendar week after exceeding the maximum number of absences, the student will be removed from the class with a grade of “W” and will not have the option to appeal to be reinstated. If the student has extenuating circumstances that prevent him/her from returning to class, he/she MUST contact either the instructor or the Vice President for Student Services within the calendar week after exceeding the number of absences allowed.

DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time before the withdrawal deadline with proper approval from their advisor or teacher and a counselor. There is no charge for dropping a course.

Unofficial withdrawal from a course at any time during the semester will result in a grade of F. No student can drop a course within five class days prior to the first day of final examinations.

REPEATING A COURSE

A student may repeat any course taken at East Central Community College that is recorded on his/her transcript. The highest grade earned in any repeated course will be the grade used for determining credit and the GPA applicable to graduation. The prior East Central course grade on the student's transcript will be marked through and will not count for or against the student in ascertaining graduation requirements or GPA.

(NOTE: This policy only pertains to credits earned at East Central Community College.)

EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

ORIENTATION

All students entering East Central Community College for the first time must participate in the orientation program. This program consists of two parts:

- (1) **Advance registration** is held on four specific dates each summer. On these dates, students are assigned to faculty advisors who help in proper course selection. Handbooks are distributed and Math and English assessments are given to those students that qualify to take them. Students can have their ID made, purchase a car decal, check on their financial aid status, and pay their fees in the business office on these dates. After a student completes the process during one of these four dates, he/she will need to complete the orientation process in one of two ways.
- (2) **Orientation** can either be completed on-line at www.eccc.edu or in person on the first week of classes. The orientation program is designed to acquaint new students with the rules and regulations of the College. All first-time students must participate in an advance registration date and an orientation, whether it is on-line or in person.

MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 21 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Vice President for Instruction.

WITHDRAWAL FROM SCHOOL

Any student who leaves the College, except for temporary absences, must secure a withdrawal permit in duplicate from the Academic or Career-Technical Counselor's office, where he will be instructed as to the proper procedure. This permit, when completed, must be filed with the Dean of Admissions, Records and Research and Vice President for Business Operations. Administrative withdrawals may be processed by the Vice President for Student Services or Dean of Admissions, Records, and Research.

ACADEMIC FORGIVENESS

East Central Community College students who have not been enrolled in any postsecondary educational programs for a period of four consecutive years may petition the Vice President for Instruction to have a maximum of two semesters of their prior credit records removed from consideration for determining qualifications for graduation from East Central Community College.

For students who seek academic forgiveness and whose petitions are approved, the College will forgive all coursework earned during the requested semester(s). The student may not choose which grades are to be forgiven. All course grades for said semester(s) will be forgiven and the forgiven credit hours will not be used in determining the students' eligibility to graduate from East Central Community College.

The College will make notations on the students' records regarding the application of this policy. All courses taken at the College and courses transferred to and accepted by the College will remain on the students' permanent records and no guarantees will be expressed or implied regarding the transferability of the forgiven credits to other postsecondary institutions.

A student may utilize the provisions of this policy only once. Account charges will not be forgiven. The forgiveness request form can be obtained from the Office of Admissions, Records, and Research.

GRADUATE COLLEGE-LEVEL COMPETENCIES

East Central Community College identifies six college level competencies within the general education core curriculum for all Associate in Arts, Associate in Science, and Associate in Applied Science. Graduates of East Central Community College will be considered proficient in the following competencies:

- Computation
- Critical Thinking
- Information Technology
- Oral Communication
- Reading Comprehension
- Written Communication

GRADUATION

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE VICE PRESIDENT FOR INSTRUCTION BY THE ANNOUNCED DEADLINE DATE REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees the Associate in Arts, the Associate in Science, and the Associate in Applied Science. Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Vice President for Instruction in order to meet senior college requirements.

I. To graduate from the College with the degree of Associate in Arts a student must:

- (1) Earn a minimum of 62 semester hours of credit to include: the 35 semester hours listed in the Academic Core Curriculum, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes);
- (3) Complete a minimum of sixteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.

II. To graduate from the College with the degree of Associate in Science a student must:

- (1) Earn a minimum of 62 semester hours of credit to include: the 35 semester hours listed in the Academic Core Curriculum, sixteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes);

- (3) Complete a minimum of sixteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.

III. To graduate from the College with the degree of Associate in Applied Science a student must:

- (1) Earn a minimum of 60-64 semester hours of credit to include the 15-16 semester hours listed in the Technical Core Curriculum, all technical courses in the specified program of study as listed in Chapter 5, "Program of Study" in the College Catalog, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.); and enough approved non-technical courses to complete 64 semester hours;
- (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);
- (3) Complete a minimum of sixteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.

IV. To graduate from the College with a second associate degree, which must be different from the first, a student must:

- (1) Earn a minimum of 15 additional semester hours of credit with no more than one semester hour of activity credit (physical education, band, choir, or varsity sports);
- (2) Meet all of the requirements listed for the second degree as enumerated in paragraphs I, II, or III above;
- (3) Complete all 15 additional semester hours credit at East Central Community College;
- (4) Secure the approval of the Vice President for Instruction.

REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen months, certificates.

To graduate from the College with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.
- (3) Practical nurse students and surgical technology students must maintain a grade of 80 on each course to earn a certificate.

GRADUATION FEE

A \$40 graduation fee is charged to all students who are tentatively accepted for graduation. A fee of \$30 is charged for a diploma replacement.

TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Community College upon written request one transcript of his or her credits earned here. After the one free transcript, a charge of \$2 will be assessed for each additional request for transcript from students currently enrolled at the College and a charge of \$3 will be assessed for each additional transcript request from a former student. Official East Central Community College transcripts may be ordered online at www.studentclearinghouse.org, or requested on campus at the Office of Admissions, Records, and Research. The College reserves the right to protect the student's records from outside agencies. Holds will be placed on transcripts for non-payment of fees, board, fines, etc.

COUNSELING AND GUIDANCE

East Central Community College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, career, and personal questions, especially as they involve their college life.

The Vice President for Student Services has overall supervision and coordination of guidance, counseling, extra-curricular activities, and religious development. In addition, two full-time academic counselors, and a full-time career-technical counselor, employed by the College. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the advisors. Frequently meetings are held, and the students are urged to keep in touch with their Advisor on matters pertaining to their educational or career-technical careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Vice President for Student Services or one of the professionally qualified guidance counselors. Students with disabilities should contact the Vice President for Student Services for possible accommodations.

FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus. Campus residents must make arrangements to store any type of hunting weapons off campus. Possession of any type of weapon will result in Law Enforcement being called and possible expulsion from college.

STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$10. ID cards must be worn in a visible manner at all times while a student is on campus. The card will be used as an activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Community College official will result in disciplinary action. Replacement of a card due to loss or damage will cost \$10.

UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which the rules and regulations governing student conduct are listed in detail.

Violations, which could result in suspension from college, will require that the student appear before the Discipline Committee, while violations that are not cause for suspension will be handled by the appropriate authorities.

ADULT AND CONTINUING EDUCATION PROGRAM

The Adult and Continuing Education Program meets the needs of an increasing number of adult and nontraditional students who wish to earn a degree on a part-time basis, prepare for job advancement or career change, or improve quality of life through personal enrichment and enhancement of knowledge in a specialized field of study. Classes are taught at the Decatur campus of East Central Community College and at several off-campus locations throughout the five-county district.

Present off-campus sites include Carthage, Forest, Louisville, and Philadelphia Career/Technical Centers. Credit classes may be arranged on-site for business or industry, school districts, medical facilities, government agencies, or in any location where specific educational needs exist.

ADULT BASIC EDUCATION PROGRAM

East Central Community College teaches adult basic education classes in Leake, Neshoba, Newton, Scott, and Winston counties. Classes are available to the general public in literacy training, GED preparation and English as a Second Language. Adult basic education classes are free. Class locations include Forest, Decatur, Carthage, Louisville and Philadelphia. Day and night classes are available.

GED testing is offered at East Central Community College each week that the College is in session. There is a fee for the five-part GED test. The GED diploma is recognized as the equivalent to the high school diploma.

CHILDCARE LABORATORY

The East Central Early Childhood Education Technology program operates a licensed, on-site childcare center for the laboratory training of students majoring in the field. The center operates during the fall and spring semesters. It is open to ECCC employees, students' children, and others. There is a minimum fee. The facility is located on 10th street.

FACILITY ARRANGEMENTS

Facility arrangements are available to professional, fraternal, governmental, or other associations that may require this space and service for seminars, workshops, and annual meetings. Coordinators are available to assist with every detail in the organization and implementation of a successful meeting from banquet arrangements to on-site registration. A calendar of events is maintained in the office of Vice President for Instruction listing all activities by college and outside agencies.

CONFERENCES, WORKSHOPS, TRAINING PROGRAMS

Conferences, workshops, and training programs assist in solving special problems encountered by businesses, industries, and government agencies. Programs may be offered on-site for the client, at East Central Community College main campus in Decatur, at the Integrated Technologies Training Center in the Choctaw Advanced Tech Parc, at the Productivity Enhancement Lab in Philadelphia, or at any of the College's Workforce Development training locations.

The Small Business Development Center offers workshops throughout the district at locations convenient to the small business community. The topics of these programs are designed to address many aspects of operating and maintaining a small business profitably. Topics may include: starting a small business, customer service, marketing, financial management and/or developing a business plan.

CAMPS AND CLINICS

A wide variety of camps and clinics are conducted annually to serve youth during the summer months. The choices include baseball, softball, football, basketball, soccer, tennis, and cheerleading camps. Also included are short courses in manners and etiquette, chemistry, computer, math, creative arts, scrapbooking, cake decorating, jewelry making and art, which are offered through Kids' College. Participants are given the opportunity to explore various fields and to further develop sports or academic skills under the supervision of qualified instructors in a college setting. The philosophy of each particular camp, whether sports or academic, emphasizes a well-balanced, enjoyable learning experience.

TRAVEL PROGRAMS

Travel programs are offered periodically to provide educational and personal enrichment. College faculty has served as directors for trips to such destinations as England, France, Switzerland, Austria, Germany, Australia, and New Zealand. College credit may be earned.

EXTENSION CENTER

Classes may be organized which give credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.

THE SUCCESS CENTER

The Success Center at ECCC is an academic support service for students. Through Center Programs, students can increase their academic self-awareness and develop the most current learning and study strategies necessary for success in the college environment.

The purpose of the Success Center is to provide academic success skills, tutorial and computer assisted instructions for students who need assistance with academic studies.

Towards this goal, students receive assistance in achieving their academic goals through academic-support program offerings, student-centered tutoring, online tutoring, computer-assisted instructions, and access to the computer lab.

The Center's programs will be implemented by the Director in accordance with the Success Center's Advisory Committee. The following services are provided:

1. Coordination: The Director of the Success Center will meet with instructional faculty to coordinate services and determine the needs of students.
2. Subjects: Assistance and tutorial services will be primarily developmental reading, writing, and math. Additional assistance may be provided at higher levels of these subjects plus science, social science and other courses through the computer lab and individual tutoring upon request.
3. Referral: Students may be referred to the Success Center by faculty or counselors, or may seek assistance upon their own initiative.
4. Student Assessment: An Assessment Record will be completed on each individual student for which services are provided.
5. Schedule: The Success Center will be open the following hours:

Monday through Thursday 8:00 a.m. - 4:30 p.m.

Friday 8:00 a.m. - 4:00 p.m.

WORKFORCE DEVELOPMENT CENTER

The mission of the Workforce Development Center staff is to support businesses, industries, individuals, and communities with assessment, training, job placement, consultation, and educational "solutions" designed to improve the economy by enhancing the employability skills of the citizens in the East Central Community College district.

Specialized advanced technical training classes and Industrial Maintenance Technician Apprenticeship programs are available at the Integrated Technologies Training Center in the Choctaw Advanced Tech Parc and at the Productivity Enhancement Lab in Philadelphia. Short-term computer applications training classes are offered at Workforce Development computer labs in each county.

Customized sessions are designed, curricula developed and training facilitators provided to businesses and industries that address workforce improvement, technical skills upgrade, professional skills development, basic skills enhancement and Adult Basic Education. Private counseling, workshops and seminars are available for individuals interested in establishing and growing small businesses.

WORK-BASED LEARNING

The Work-Based Learning program creates an opportunity for technology students which combine school-based education/training through an East Central Community College career-technical program and structured parallel work site experience in local businesses and industries. The program's objectives are to better equip students for employment in technical careers and to effectively manage the quality of technology instruction.

Placed in work environments that complement classroom instruction, the Work-Based Learning students master skills and competencies that have been cooperatively outlined by participating businesses, industries and technology instructors. In doing so, Work-Based Learning participants earn competitive wages while learning from skilled, professional mentors.

Work-Based Learning students enter the workforce equipped with proven employability skills and an educational experience designed to enhance future career options. Students receive technical credit and transcript recognition for work site experience.

INFORMATION TECHNOLOGY RESOURCES AND SYSTEMS

East Central Community College seeks to provide computer resources, computer networks, and information technology to the students, faculty, staff, and administration at a level that enhances learning and productivity. The College requires students to demonstrate computer literacy to meet graduation requirements and provides training opportunities for the administration, faculty and staff. It is the responsibility of the users of computers and networks to act in a manner consistent with the rights of all other users.

Electronic information is volatile, easily reproduced, and easily vandalized. Respect for the work and personal expression of others is critical. Further, one should never publish anything on a computer networks that they are unwilling to have made public. Computer users must never access, use, or edit files of others without the consent of the author.

The College's networks are monitored networks. Security and management considerations require that the networks be open for review and maintenance. A user of the networks can assume that anything stored on the networks is public information and should act accordingly.

The College's computers and networks are for official business and users shall access only those files and data to which they have authorization. Users shall protect her/his personal computer(s) from unauthorized use and safeguard her/his user-IDs and passwords.

Private and/or commercial uses of the College's computers or networks and work conducted for personal gain or profit will not be allowed.

At no time shall a computer user engage in illegal or immoral activities on the College's networks. Examples of these activities include the transmission of defrauding, obscene, threatening, violent, or unlawful materials.

Publication of annoying, harassing, or intimidating messages on the networks will not be allowed.

Using the College or State networks to advocate political positions will not be allowed.

Computer or network users will not attempt to circumvent system security measures, modify the computer system or software, install invasive software such as "worms" or "viruses," or install pirated software on the College's computers or networks.

Users are not allowed to remove hardware, software, manuals, supplies, etc. from the College's computing sites without proper authorization.

Anyone who knowingly violates the principles outlined in this policy will be subject to appropriate disciplinary action.

DUE PROCESS PROCEDURES FOR STUDENT GRIEVANCES

Grievances by an East Central Community College student arising from compliance with the provisions of Title VI of the Civil Rights Act of 1964 and its amendments, Part H of the Higher Education Act of 1965 and its Amendments, Title IX of the Higher Education Act of 1965 and its amendments,

Section 504 of the Rehabilitation Act of 1973 and its amendments, the Americans With Disabilities Act of 1990 and its Amendments, Age Discrimination Act, Vocational Educational Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Disability and other non-academic matters should first be presented to the Vice President for Student Services. The only academic matters that may be appealed by a student through due process are those that relate to charges of academic dishonesty and perceived errors in the transmittal of grades.

1. The grievance should be written and should be delivered either in person or by mail to the Vice President for Student Services, East Central Community College, P. O. Box 129, Decatur, MS 39327; telephone (601) 635-2111, ext. 375.
2. Upon receipt of a grievance under the provisions of this policy, the Vice President for Student Services will schedule a hearing before a student-faculty committee within ten (10) days. This committee will be composed of the Vice President for Student Services, the Director of Student Life, the President of the SBA or his/her representative, the Academic or Career-Technical Counselor as appropriate, an academic, technical, or vocational member of the faculty as appropriate, and a student-at-large.
The committee and the grievant may call such witnesses as may be required to investigate the grievance. Further, the grievant may have an advisor present during the hearing. However, the advisor may only consult with the grievant and not speak for the grievant.
3. If the results and/or procedure of the student-faculty committee hearing are deemed unsatisfactory by the grievant, the grievant may appeal in writing within three (3) days to the President of the College who will schedule a hearing within (10) days of the appeal.
4. The decision of the President shall be deemed final with regard to student due process procedures at East Central Community College.

The above four (4) steps shall exhaust full recourse available at the College.

Records of grievances filed under this policy shall be maintained in the Vice President for Student Services' office as stated in policy 5.5.2.21.

Student Complaints

Any student who wishes to make a complaint to East Central Community College about a college program, a service of the college, an employee of the college, or any other aspect of the college should follow the procedures provided in this policy.

The student should first discuss the problem with the faculty member, staff member, or administrator involved prior to initiating formal complaint procedures under this policy. If informal efforts are not productive or appropriate in resolving the complaint, the student should follow the procedures enumerated herein.

Students who wish to complain about academic or non-academic matters should contact the Vice President for Student Services. The complaint must be in writing and either be hand delivered or mailed to the Vice President for Student Services, East Central Community College, P.O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111.

All complaints will be handled by the Vice President for Student Services or referred to the appropriate college official for response. College personnel who are not directly involved in the alleged problem will review the facts and make the final determination regarding the complaint. Students have the right to use the due process procedures contained in policy 5.5.2.21.1. for all non-academic matters. The only academic matters that may be appealed by a student through due process are those that relate to charges of academic dishonesty and perceived errors in the transmittal of grades. No adverse action will be taken against a student filing a complaint under the provisions of this policy solely on the basis of the complaint filed.

East Central Community College shall maintain comprehensive records of all complaints received for a period of five years. The records shall contain aggregate data on complaints and specific data on each complaint. Documentation required to support this policy shall be maintained in the Vice President for Student Services' office and will contain the following:

1. The Student Handbook, the College Catalog, and the Policy and Procedures Manual;
2. All letters of complaint and/or appeal;
3. Written determinations of complaints;
4. All materials related to complaint processing and determination; and
5. A log of complaints.

A log of all complaints will include the following information and will be maintained in the Vice President for Student Services' office.

1. A complaint number assigned to each complaint preceded by the last two digits of the calendar year in which the complaint was filed, e.g., 94-001;
2. The date of receipt of the complaint;
3. The name and address of the complainant;
4. The name of the individual (s) assigned to handle the complaint;
5. The dates of response to the complaint;
6. The date of resolution; and,
7. The final disposition of the complaint.

An individual file for each complaint will be maintained in the Vice President for Student Services' office and will include the following information.

1. The initial complaint;
2. All correspondence related to the complaint; and,
3. Written documentation of the final determination with the signatures of the party or parties who submitted the complaint and the representative(s) of the institution who made the final determination.

CHAPTER 4

FINANCIAL INFORMATION

**EXPENSES FOR THE 2013-2014 REGULAR SESSION
(ALL FEES ARE SUBJECT TO CHANGE
WHEN DEEMED NECESSARY)**

	Dormitory Student	Day Student
FIRST SEMESTER		
Matriculation Fee	\$ 990.00	\$ 990.00
Technology Fee	\$ 30.00	\$ 30.00
Registration Fee (Non-Refundable)	\$ 40.00	\$ 40.00
Publication Fee	\$ 20.00	\$ 20.00
Activity Fee	\$ 5.00	\$ 5.00
Room Fee-All dorms except Barber Hall	\$ 675.00	
Room Fee- Barber Hall	\$ 775.00	
Board (5 day meal plan)	\$ 790.00	
Board (7 day meal plan)	\$ 970.00	
Total First Semester (5 day plan)	\$2550.00	\$ 1085.00
Total First Semester with Barber Hall	\$2650.00	
Total First Semester (7 day plan)	\$2730.00	\$ 1085.00
Total First Semester with Barber Hall	\$2830.00	
SECOND SEMESTER		
Matriculation Fee	\$ 990.00	\$ 990.00
Technology Fee	\$ 30.00	\$ 30.00
Registration Fee (Non-Refundable)	\$ 40.00	\$ 40.00
Publication Fee	\$ 20.00	\$ 20.00
Activity Fee (Non-Refundable)	\$ 5.00	\$ 5.00
Room Fee-All dorms except Barber Hall	\$ 675.00	
Room Fee- Barber Hall	\$ 775.00	
Board (5 day meal plan)	\$ 790.00	
Board (7 day meal plan)	\$ 970.00	
Total Second Semester (5 day plan)	\$2550.00	\$ 1085.00
Total Second Semester with Barber Hall	\$2650.00	
Total Second Semester (7 day plan)	\$2730.00	\$ 1085.00
Total Second Semester with Barber Hall	\$2830.00	
 Total for Year (5 day meal plan)	 \$5100.00	 \$ 2170.00
Total for Year with Barber Hall	\$5200.00	
Total for Year (7 day meal plan)	\$5460.00	\$ 2170.00
Total for Year with Barber Hall	\$5660.00	

Out of state and out of country students will pay a \$1,050 out of state fee each semester. For the out of state fee to be waived, the following criteria must be satisfied:

- The nonresident student was born in the State of Mississippi but subsequently relocated and resided outside the state as a minor under the care of the minor's father or mother, or both;
- The nonresident student is a veteran who served in the Armed Forces of the United States; and

- c) The nonresident student is domiciled in Mississippi no later than six (6) months after the non-residents student's separation from service, as evidenced by a Report of Separation from Military Service or other military discharge document, for the purpose of enrolling in a state institution of higher learning or a community or junior college.

Cable TV and telephone are available for students who choose to pay the fee to receive these services. Representatives from Mediacom will be on campus during the first week of each semester to take orders for cable TV. Contact should be made directly to Mediacom at 1-800-824-8625 and/or Decatur Telephone Company at 635-2251. Each dormitory student is required to purchase a meal plan. Students who prefer the Deferred Payment Plan may pay their board in the following way:

FIRST SEMESTER (5 day)

1. \$264.00
2. \$263.00
3. \$263.00

FIRST SEMESTER (7 day)

- \$324.00- Upon entrance
- \$323.00- September 16, 2013
- \$323.00 - November 5, 2013

SECOND SEMESTER (5 day)

1. \$264.00
2. \$263.00
3. \$263.00

SECOND SEMESTER (7 day)

- \$324.00- Upon entrance
- \$323.00- February 17, 2014
- \$323.00- April 1, 2014

GENERAL INFORMATION

1. There is no special charge for music or business courses for full-time students. There is a \$20.00 fee for laboratory science courses. There are also various fees for Associate Degree Nursing, Automotive Technology, Collision Repair Technology, Computer Networking Technology, Cosmetology, Early Childhood Technology, Electrical Technology, Emergency Medical Technology — Paramedic, Heating and Air Conditioning Technology, Practical Nursing, Precision Manufacturing and Machining Technology, Surgical Technology, and Welding and Cutting Technology. There is also a \$40.00 fee for each online course in which a student is enrolled. Please contact the ECCC Business Office for specific fees in the aforementioned programs.
2. There is a \$10.00 ID Fee per school year.
3. There is a \$10.00 Parking Fee per school year.
4. There is a \$30.00 Technology Fee, \$40.00 Registration Fee, \$20.00 Publication Fee and \$5.00 Activity Fee per semester.
5. All fees are payable in advance on the date due as indicated in the "Board Calendar."
6. East Central Community College reserves the right to change any charges published if it should become necessary.
7. Holds will be placed on transcripts and records for non-payment of fees, board, fines, etc.

ALL FEES ARE SUBJECT TO CHANGE WHEN DEEMED NECESSARY.

REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal plan refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a prorated basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Dean of Admissions, Records, and Research of the College.

THE COLLEGE BOOKSTORE

The campus bookstore is operated as a convenience to students and instructors in securing books when needed. Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student.

Books will be purchased from students at the end of each semester during final examinations.

HOUSING AND BOARDING POLICIES

East Central Community College provides a comprehensive food service, seven resident halls, and an apartment building. The food service facilities and all residence halls are modern, air-conditioned facilities.

Prior written consent must be received from the College for additional occupants in a single apartment. The rent is \$200 plus utilities per month. Students interested in these accommodations should contact the Vice President for Business Operations. In special circumstances, these apartments may be used to house honor students. The Vice President for Student Services will make these recommendations.

Resident halls are provided on campus, and students are encouraged to live in the residence halls. All dormitory rooms are assigned based on the date of a \$60.00 deposit, which includes a \$10 key deposit and a completed housing application. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Students may send the room deposit with the application for admission. The housing application should also be included. Room deposits and housing applications should be sent to the Business Office when not accompanying an application.

Room deposits are refundable if a student chooses not to attend East Central, but the school must receive the request for the refund by August 1. After this date, the deposit is forfeited.

This deposit is also refundable when an attending student officially withdraws from the residence hall, provided that the student is not charged with room damage or loss of keys. The deposit is forfeited if the student does not officially withdraw within one week of the last day of school or earlier. To officially withdraw, a student must complete a Dormitory Withdrawal Form and turn in his key to the Housing Director.

If a student has preference for a particular room or roommate, this should accompany the payment of the room deposit and should be noted on the Housing Application. Roommates must have complete applications for housing on file before assignments can be made. East Central's dormitories are furnished, and the student will only need to provide bed linens.

Mabry Cafeteria offers wholesome but inexpensive meals for students. All residence hall students are required to purchase a meal plan, and they must present their ID cards each time they eat in the cafeteria. Students may not lend their ID card to other people. Food service is not available when the College is not in session on official holidays. Commuter students may purchase a commuter meal card in the Business Office.

APPLICATION FOR HOUSING

The housing application must be typed or printed in ink and may accompany the admissions application if the applicant intends to live in campus housing. A \$60 room deposit must accompany the housing application in order for the housing reservation to be complete. If you have already sent an admissions application, or if you are a current student, please send the housing application along with your room deposit to the business office.

STUDENT ACCOUNTS

Payment of students' expenses may be made by cash, check or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. There will be a charge of \$25 for all checks returned as NSF or Stop Payment.

STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office
East Central Community College
P. O. Box 129 Decatur, Mississippi 39327
Telephone: (601) 635-2111, Ext. 218 or 326

SECTION I: FINANCIAL AID PROGRAMS

Grants/Work-Study/Loans/Scholarships

FEDERAL PELL GRANT — Federal Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid, to which aid from other federal and non-federal sources may be added.

An undergraduate student who does not have a first Bachelor's Degree and who is enrolled in an eligible program may apply for a Pell Grant.

To determine a student's eligibility for the grant, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information reported on the application for a Pell Grant. The formula calculates an Expected Family Contribution (EFC). The Student Aid Report contains this number and will tell whether a student is eligible for a Pell Grant. Awards for the academic year will depend on program funding. How much a student actually gets will depend on the Expected Family Contribution, the cost of education at East Central, whether a student is a full-time or part-time student, and how long a student will be enrolled in the academic year.

One to four weeks after submitting the Free Application for Federal Student Aid, a student will be sent the Student Aid Report (SAR) by the Central Processing System. Once the Student Aid Report is received either from the student or electronically, the Financial Aid Office will then be able to determine a student's eligibility and the amount of the Pell Grant.

A Pell Grant is classified as gift aid; therefore, it does not have to be repaid.

STATE OF MISSISSIPPI TUITION GRANTS — The State of Mississippi established the following grant programs in 1995 for eligible Mississippi residents: The Mississippi Resident Tuition Assistance Grant (MTAG) and the Mississippi Eminent Scholars Grant (MESG). Online applications which must be completed and submitted by September 15, or the deadline established each year by the Institutions of Higher Learning, are required to apply for these grants.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) — The Supplemental Educational Opportunity Grant provides grant funds for undergraduate students who have not completed their first undergraduate degree and who are financially in need of this grant to enable them to pursue their education. SEOG funds must be awarded first to students with exceptional financial need and priority must be given to Pell Grant recipients. At East Central these grants generally are awarded in amounts ranging from \$200 - \$600. Like other grants, the SEOG does not have to be repaid.

WORK-STUDY — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students who need a job to help pay for their education may be eligible for part-time employment under the federally supported work-study program. Funds for the federal program are limited and students must demonstrate a financial need. East Central offers limited part-time employment for students who do not demonstrate a financial need. The normal work load at East Central is five to ten hours per week. Students participating in the Work-Study program are paid the current minimum wage and are paid on a monthly basis.

WILLIAM D. FORD DIRECT FEDERAL LOAN — A Direct Loan is a low-interest loan made to the student by the U.S. Department of Education to help with educational expenses. The interest rate for subsidized Direct loans for undergraduate borrowers is a fixed rate for loans disbursed July 1, 2011–June 30, 2012 and after of 3.4%. The interest rate is a fixed rate of 6.8% for unsubsidized Direct loans disbursed on or after July 1, 2006. The maximum amount an undergraduate student may borrow under this program is \$3,500 for the first year in the program of study and \$4,500 for the second year in the program of study. A dependent undergraduate can borrow up to an additional \$2,000 unsubsidized Direct Loan per year. An independent undergraduate can borrow up to an additional \$4000 unsubsidized Direct Loan. Direct Loans are available to students who maintain at least half-time enrollment (six hours). For eligible students the application process consists of several steps and requires the student to sign a promissory note. An entrance counseling session is required for all borrowers prior to the first loan disbursement. A student must begin repaying the loan six months after graduating, leaving school, or dropping below at least half-time enrollment. Two types of Federal Direct Loans are available: Subsidized Federal Direct Loans and Unsubsidized Federal Direct Loans. The combination of Subsidized and Unsubsidized Federal Direct Loans for a borrower may not exceed the annual loan limits for the Federal Direct Loan program. A borrower's subsidized loan is determined by calculating the difference between the borrower's financial need and the amount of estimated financial assistance (such as scholarships, grants, work, other loans). A borrower's unsubsidized loan amount is determined by calculating the difference between the borrower's cost of attendance for the period of enrollment for which the loan is intended and the amount of estimated financial assistance. A borrower must pay certain loan fees which are deducted proportionately from each loan disbursement.

DIRECT PLUS LOAN — The Direct PLUS Loan Program is not based on need. PLUS loans are for the parents of dependent students. These loans provide additional funds for educational expenses. The interest rate for these loans is a fixed interest rate of 7.9%. Direct PLUS Loans are made by the U.S. Department of Education. Direct PLUS enables parents to borrow up to the difference between the student's cost of attendance and the amount of estimated financial assistance. A borrower must pay certain loan fees which are deducted proportionately from each loan disbursement. For the Direct PLUS loan, loan fees are **generally** 4% of the loan **amount**. A separate application is required to apply for the Direct PLUS loan. Generally repayment of the Direct PLUS loan begins within 60 days of the disbursement of the loan.

INSTITUTIONAL SCHOLARSHIPS — East Central Community College offers various scholarships to eligible students.

Academic Achievement Scholarships — The Academic Achievement Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. The Academic Achievement Scholarships are available to any Mississippi resident who enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. East student must have a high school grade point average of 3.0 or better on a 4.0 scale (90 or higher numerical average) to be eligible for this scholarship. Students who have ACT scores of 20 or above will not be eligible to receive ACT scholarships and Academic Achievement Scholarships. The Academic Achievement Scholarships will be available to eligible students for four (4) consecutive semesters, provided each awardee maintains a 2.5 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters at ECCC. A scholarship in the amount of \$100 will be awarded each semester to each eligible student.

Achievement Recognition Scholarships — Achievement Recognition Scholarships will be awarded to individuals who receive the following honors: Miss East Central Mississippi, Miss Hospitality, Miss Newton County, Choctaw Indian Princess, in-district Junior Miss winners, Miss Neshoba County, and Miss Morton. Full tuition scholarships will be awarded to those eligible who enroll as full-time students at East Central Community College the fall semester following high school graduation. The scholarship will be available to the students for four (4) consecutive semesters provided each student maintains a 2.5 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters. Any student, who does not maintain the required G.P.A. and is removed from scholarship, may have the scholarship reinstated by earning the required G.P.A. the following semester.

ACT Scholarships — The ACT Scholarships listed below will be available to any Mississippi resident who enrolls full-time at East Central Community College the fall semester following high school graduation or the first regular semester after having received the GED. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

ACT Composite (20-23) — A scholarship in the amount of \$100 will be awarded each semester to the eligible student.

ACT Composite (24-26) — A scholarship in the amount of \$300 will be awarded each semester to the eligible student.

ACT Composite (27-30) — A scholarship in the amount of tuition will be awarded each semester to the eligible student.

ACT Composite (31-36) — A full scholarship (Matriculation fee, room and board) will be awarded each semester to the eligible student.

Age 65 Plus Tuition Scholarship — A scholarship in the amount of tuition will be available for any adult 65 years of age or older who enrolls at East Central Community College. The recipient will be required to meet admission requirements and will be responsible for all other applicable fees. In order to receive the scholarship, the student must complete a scholarship application form and submit it to the Office of Adult and Continuing Education for eligibility to be verified.

Art Scholarships — The Art Department awards art scholarships to students majoring in art who meet the established criteria.

Art Majors: Two full tuition scholarships are awarded to art majors with the highest GPAs after their first semester.

1. Art major scholarship recipients must maintain a 3.0 grade point in art courses.
2. Art major scholarship recipients must maintain a 2.0 grade point average in other academic courses.

Art Service Scholarships: Eight one-half tuition art service scholarships are awarded to students who:

1. Submit a student information sheet and a minimum of five art works on the portfolio day announced in the spring semester at the district high schools:
2. Agree to enroll full-time at East Central; and
3. Declare art as their major.

These scholarships are service-based; therefore, recipients will be required to provide service to the College by:

1. Assisting with set designs for the dinner theater and musical productions;
2. Designing layouts for art show, drama productions or the like; and
3. Serving as lab assistants for art and ceramic labs performing the following tasks: firing kilns, loading and unloading kilns, mixing ceramic glazes, clay preparation, and general art lab maintenance. Service scholarship recipients will be given an opportunity to apply for the two full-tuition art scholarships at the end of the fall semester.

Athletic Scholarships — All Athletic Scholarships are awarded by the respective coaches in baseball, basketball, football, golf, soccer, tennis, and women's softball. The athlete must meet the eligibility requirements of East Central Community College, the Mississippi Community and Junior College Association, and the National Junior College Athletic Association. The scholarships are awarded in whole dollar amounts up to a full scholarship, to include tuition, fees, room, and board, for basketball and football. Baseball, golf, soccer, tennis and women's softball scholarships are awarded each semester in whole dollar amounts up to the amount of matriculation (tuition) and fees.

Band Scholarships — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, and Centralettes. Scholarship amounts vary depending upon participation in the various groups.

Career-Technical Scholarships — These scholarships are available in the skill areas which are part of programs offered at East Central. The career-technical counselor will make the awards to the winners. To receive an FBLA, Skills-USA, HOSA, DECA, FFA, TSA or Outstanding Student Scholarship, the student must enroll fulltime at East Central Community College the fall semester following high school graduation. To retain the FBLA, Skills-USA, HOSA, DECA, FFA, TSA, or Outstanding Student Scholarship, a student must maintain a B (3.0) average each semester.

Any student who does not maintain a B (3.0) average is removed from the scholarship. The scholarship will be reinstated if the student earns a B (3.0) average the following semester.

1. A scholarship of one-half tuition per semester for four semesters will be awarded to the outstanding senior student from each Cluster Area of the six career/technical centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East Central's Career-Tech Counselors and Instructors.
2. A scholarship of one-half tuition per semester for four semesters will be awarded to the first place winners in the skill contest from the District Skills-USA Mississippi competition, District HOSA competition, District DECA Competition, District FFA Competition, and District TSA Competition.
3. A full matriculation scholarship for four semesters will be awarded to the first place winners in the skills contest from the State Skills USA Mississippi Competition, State FBLA Competition, State HOSA Competition, State DECA Competition, State FFA Competition, and State TSA Competition.
4. A full scholarship (Matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skills contests from the National High School Skills-USA Competition, National FBLA Competition, National HOSA Competition, National DECA Competition, National FFA Competition, and National TSA Competition.
5. A full matriculation scholarship per semester for two semesters will be awarded to current ECCC students who win first place in State SkillsUSA or PBL competitions and compete at the national level. These scholarships will be valid only for the year following the state competitions.
6. A full scholarship (matriculation fee, room, and board) scholarship per semester for two semesters will be awarded to current ECCC students who win first place in National SkillsUSA or PBL competitions. These scholarships will be valid only for the year following the national competitions.

Career-Technical Non-Traditional Gender Scholarships — These scholarships are available in non-traditional gender programs, as specified by Federal Guidelines, for which the scholarships are awarded. One scholarship in the amount of one-half tuition will be presented to two students enrolled in each program that is classified as non-traditional gender each fall.

To receive the scholarship the student must be enrolled in a non-traditional gender program. The student must enroll full time the fall following high school graduation and continue in the non-traditional program. The scholarship will be available for four consecutive semesters if the student meets all other requirements.

To retain the non-traditional gender scholarship, the student must maintain a B (3.0) average each semester and remain in the non-traditional specified program. Any student who does not maintain a B (3.0) average or withdraws from the non-traditional specified program will be removed from the scholarship. The scholarship will be reinstated if the student earns a B (3.0) average the following semester or returns to the non-traditional specified program.

Recipients will be chosen by a committee composed of the Director of Workforce Education, the Workforce Education Counselor, and an instructor in the Career-Technical area.

The Director of Workforce Education will be responsible for notifying qualified high school students as to the availability of the scholarships.

Cheerleader Scholarships — Cheerleader Scholarships are awarded to seventeen students (sixteen cheerleaders and one mascot) who are selected by a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

Collegians Scholarships – Scholarships are awarded to students who are selected, through audition, to be a member of the Collegians, a rock-and-roll music group. The group is made up of vocalists, wind section, rhythm section and technicians. The scholarships in the amount of tuition are awarded each semester.

First Course Tuition Free Scholarship — East Central Community College provides a scholarship to encourage adults who have not previously attended college to enroll. Any adult in the ECCC five-county district registering as a part-time student, who has not previously enrolled in college, and who otherwise meets requirements may take the first college credit course tuition free at any location in the district. The student will be responsible for any applicable fees.

For purposes of this scholarship, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The tuition scholarship will be awarded for the first course only. In order to receive the scholarship, the student must complete a scholarship application from and submit it to the Vice President for Student Services Office for the student's eligibility to be verified.

Mississippi Junior Academy of Sciences Scholarships — The Mississippi Junior Academy of Sciences Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. Eligible students will receive full tuition scholarships each semester for a maximum of four (4) semesters. These scholarships will be available to any Mississippi resident who is a winner in the Mississippi Junior Academy of Sciences competition and who enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. The Mississippi Junior Academy of Sciences Scholarships will be available to the eligible students for (4) consecutive semesters, fall and spring only, provided the students maintain 3.0 grade point averages each semester they are enrolled at ECCC.

Music Scholarships — Music scholarships are awarded in the following areas:

Music Major (voice and piano): The Music Department awards a total of eight tuition scholarships to voice and/or piano students each year provided that they meet the criteria established by the department.

Recipients must:

1. Declare music as their major;
2. Audition before the music faculty;
3. Enroll as full-time students;
4. Maintain a 2.0 grade point average overall with a 3.0 in music, and
5. Perform as a member of a vocal performing group (voice music major) or perform as a member of any music performing group (piano music major).

Ac'cents: The Choral Department awards scholarships to students who are selected, through audition, to sing with the Ac'cents, a small vocal ensemble. The amount of each scholarship is the cost of tuition per semester.

Concert Choir: These scholarships are awarded to full-time students who are members of the concert choir. The scholarships in the amount of one-half tuition are awarded per semester.

Non-Traditional Student Tuition Scholarship for Full-Time Students — The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older, at the time of initial enrollment, who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first twelve semester hours earned as either a part-time or fulltime student at East Central. To be eligible, a recipient:

1. Must enroll as a full-time academic or technical student on the Decatur campus.
2. Must have earned all previous college credit as a student at East Central;
3. Must have earned a minimum of 12 semester hours but no more than 21 semester hours of college credit as either a full-time or part-time student at East Central Community College;
4. Must have demonstrated the capacity and a strong desire to obtain a college education by maintaining a 3.0 GPA or higher for each previous semester at East Central;
5. Must complete a scholarship application form and submit it to the Vice President for Student Services' office; and,
6. Must show potential for leadership, academic excellence, and have high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Committee from students who meet the criteria listed above. Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for tuition only. Any student awarded the nontraditional student scholarship must maintain a B (3.0) average each semester and must remain enrolled as full-time student to retain the scholarship. (See the College Catalog, Section II: Financial Aid Policies for further requirements.)

Salutatorian Scholarships — A scholarship in the amount of one-half the cost of tuition per semester will be available to the salutatorians of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

Star Student Scholarships — A scholarship in the amount of tuition will be available to the star students of Mississippi high schools who enroll full-time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

TOM-TOM Scholarships — TOM-TOM Scholarships are awarded to the editor and the assistant editor of the College's student newspaper. The editor will be awarded a tuition scholarship and the assistant editor will be awarded a half tuition scholarship during the semesters that the students hold the positions of editor or assistant editor.

Valedictorian Scholarships — A scholarship in the amount of tuition will be available to the valedictorians of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Valedictorian scholarship will be available to the student (s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

Two-for-One Scholarships — In an effort to assist dislocated workers, East Central Community College offers a special Two-for-One Scholarship for part-time students. Dislocated workers who enroll as part-time students in any academic or technical class may receive a scholarship to cover the costs of tuition and fees for a second three-hour course from a designated list. In general, a dislocated worker is a person who is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation or who has been laid off or received a lay-off notice from a job.

To be eligible, the student must meet all regular admission requirements and may not exceed 11 credit hours including the designated course.

In order to receive the scholarship, the student must complete a scholarship application and provide documentation to prove the dislocated worker status each semester that the scholarship is requested.

The scholarship application and documentation must be submitted to the ECCC WIA Dislocated Worker Office for the student's eligibility to be verified.

WO-HE-LO Scholarships — WO-HE-LO Scholarships are awarded to the editor and the assistant editor of the College's yearbook. The editor will be awarded a tuition scholarship and the assistant editor will be awarded a half tuition scholarship during the semesters that the students hold the positions of editor or assistant editor.

Youth Challenge GED Scholarships — The Youth Challenge GED Scholarships were established at East Central Community College effective the fall semester of 1995. Eligible students will receive scholarships equal to one-half the amount of tuition per semester. These scholarships will be available to any Mississippi residents who graduate from the Youth Challenge Program conducted by the Mississippi National Guard at Camp Shelby, Mississippi. The Youth Challenge Program is designed to assist teenage high school dropouts. The program involves six months of intensive physical and mental training designed to instill discipline and to prepare the students to take the GED test. Program sessions are conducted twice a year from January until June and from July until December. The scholarships will be available for eligible students for four consecutive semesters provided each eligible student maintains a 2.5 grade point average each semester he/she is enrolled at East Central. Specific requirements for the scholarship include a passing score on the GED test, successful completion of the Youth Challenge Program, and a favorable recommendation by the director of the Youth Challenge Program.

ENDOWED AND ANNUAL SCHOLARSHIPS - Endowed and annual scholarships are funded by individual and group donations and are made available to eligible students according to each scholarship's guidelines. An application for these scholarships is required to be considered. Applications will be accepted through the mid-March each year. Scholarship recipients are selected by the ECCC Scholarship Committee unless stated otherwise. The award amount for endowed scholarships is based upon earnings from the endowment corpus. The award amount for annual scholarships is stated in the scholarship criteria. Grade point averages are calculated on a 4.0 scale. Complete scholarship descriptions are available in the ECCC Foundation, Inc. office.

Dr. L. B. and Dixie Adkins Scholarship - This scholarship is awarded to a traditional or non-traditional student with preference given to descendants of the couple and to pre-healthcare or math education majors.

Alumni Association Lifetime Membership Endowed Scholarship - Awarded to a returning full time sophomore student who has earned a minimum 2.5 GPA as a freshman student.

ATCO Loan Inc. Scholarship - This scholarship is for an entering freshman from Leake County pursuing an academic, vocational, or technical program of study. The recipient will receive \$500 for the fall semester and \$500 for the spring semester of the freshman year.

AT&T Endowed Scholarship - A one-semester \$500 scholarship awarded to an entering freshmen pursuing a degree in education or business.

Bank of Morton Scholarship - This \$1,000 freshman scholarship is awarded to a graduate of Morton High School. The recipient of the scholarship will be selected by a committee composed of representatives from Morton High School and the Bank of Morton.

T. T. Beemon Scholarship - A one-semester freshman scholarship is awarded to a resident of the Little Rock, Mississippi area, majoring in a science field such as chemistry or biology, and planning a career in the pre-med, pre-dentistry, or a related field.

Clayton Blount Scholarship - A two-semester scholarship awarded to a freshman beginning the fall semester following high school graduation. Recipient must have a high school grade point average of 3.0 or above.

Pleas Clayton and Amanda Breazeale Blount Memorial Scholarship - This freshman scholarship is awarded to a recipient that has maintained a least a grade point average of 3.0 and plans to pursue a bachelor's degree. In addition to high school seniors, the scholarship is open to students who have been enrolled in adult and continuing education and others who meet the criteria.

Board of Trustees Scholarship - This tuition scholarship is awarded annually to a student from one of the five counties in the district on a rotating basis. The recipient must have at least a grade point average of 2.5.

Dr. Austin P. Boggan Scholarship - This freshman scholarship is awarded to a pre-med major for the fall semester only. The recipient must have earned at least a grade point average of 3.0 in high school.

Iris Pellegrine Boggan Scholarship - This sophomore scholarship is awarded to a Pre-Bachelor of Science in Nursing or Associate Degree Nursing major. The scholarship is awarded for the fall semester only.

Ernest Harrison Boswell Memorial Scholarship - Awarded to a male, incoming freshman who resides in Winston County. Recipients who receive the scholarship their freshman year are eligible for the scholarship their sophomore year if a "B" grade point average is maintained and full time status at East Central is maintained.

R. W. Bounds Scholarship - Awarded to a graduate of Newton High School in the amount of \$100 a year for attendance at ECCC. The recipient will be named by the principal and vocational agriculture instructor at Newton High School.

Dr. Frank and Bobbie McPhail Bowen Scholarship - This freshman scholarship is awarded to a graduate of a high school in Leake County who is in the top 10 percent of his/her high school class.

Denver Brackeen Scholarship - The scholarship recipient will be selected by a committee of former players of Coach Brackeen and by Charlotte Brackeen. First priority for the scholarship recipient will be given to applicants who are lineal descendants of Brackeen or one of the players who played for him at ECJC from 1956-1963. The recipient must be a secondary education major with a 2.5 high school grade point average. The scholarship will be awarded for two semesters.

Paul V. and Voncile H. Breazeale Ministerial Scholarship - A scholarship awarded to an incoming, full time, freshman student who demonstrates financial need and who is enrolled in a curriculum which will prepare the student for a ministry in full time Christian service. Preference will be given to Baptist students.

Ann H. Burkes Phi Theta Kappa Scholarship - A sophomore scholarship awarded to a student who joined Phi Theta Kappa during his/her freshman year at ECCC. The recipient is selected by the Phi Theta Kappa advisors.

Landon Bryan Burt Memorial Scholarship - Awarded to a sophomore having Christian moral standards, is active in the ECCC Baptist Student Union, and has a 3.0 grade point average. This is a two-semester scholarship. The recipient will be selected by the ECCC Scholarship Committee based on recommendations by the Director of the Baptist Student Union.

Jessica Cager Memorial Scholarship - A fall semester freshman scholarship funded each year in the amount of \$300 by Piggly Wiggly of Union, Inc. The recipient must be a graduate of Union High School, participate in the EC band or EC choir, and have a 2.5 grade point average.

Mable Moore Carr Educational Scholarship - This freshman scholarship is awarded to a graduating high school senior from Forest High School in Forest, Mississippi. The recipient must have a "B" or better grade point average and pursue a degree in education. The annual recipient is chosen by a scholarship committee at Forest High School.

The Citizens Bank of Philadelphia Scholarship - This full tuition scholarship will be available for the fall and spring semesters of the recipient's freshman year. The recipient must have scored a composite of 20 or above on the ACT.

Classes of 1957, 1958 and 1959 Scholarship - This sophomore scholarship is awarded to a recipient who had a 3.0 average during his/her freshman year and maintains a 3.0 average during the scholarship period. First priority will be given to applicants who are lineal descendants of a 1957, 1958, or 1959 alumni. Applicants must write an essay about career objectives and their plan for achieving those objectives.

Class of 1964 Endowed Scholarship - This sophomore scholarship is awarded to a recipient who has maintained a 3.0 grade point average and demonstrates a need for financial assistance.

Kenny Coleman General EMS Scholarship - This annual scholarship of \$750 will be awarded the fall semester to a healthcare student enrolled at ECCC. The recipient must be a resident of Neshoba County, have a minimum 3.0 grade point average, and be accepted into the EMS program at ECCC.

Prentice and Dorothy Copeland Scholarship - This freshman scholarship is awarded to a graduate of a high school in Neshoba County with preference given to a Neshoba Central High School. The recipient must have a minimum "B" average on all high school Math courses taken. Preference will be given to students majoring in Math.

W. R. Covington Scholarship - This annual scholarship is awarded to a graduate of Noxapater High School in the amount of \$150. The recipient is selected by Noxapater High School.

Cox & Associates Insurance Scholarship - This scholarship is awarded annually to a freshman student. One recipient will be selected by Carthage High School, and one recipient will be selected by Leake Academy. Each recipient will receive \$250 for the fall semester.

Frances Brown Crenshaw Nursing Scholarship - This sophomore scholarship is awarded to a Pre-Bachelor of Science in Nursing or Associate Degree Nursing major who resides in Newton County. The recipient must have received a 3.0 grade point average during his/her freshman year at ECCC.

Nellie Neill Cross Memorial Scholarship - This scholarship is awarded to an entering freshman who plans to major in music with an emphasis in voice.

Fred Preston Dallas and Maudie Threatt Dallas Memorial Scholarship - This scholarship is awarded to a graduate of Neshoba Central High School who resides in the southeast quarter of Neshoba County. The freshman scholarship recipient does not need to reapply for consideration for a second year; however, the student must have a "D" or above in all classes and met other scholarship criteria.

Aaron Ronald Davis Memorial Scholarship - This scholarship is awarded to an ECCC student returning for his or her sophomore year majoring in science, with special consideration to majors in the medical fields. The scholarship recipient will be chosen by a consensus of the ECCC science faculty.

Opal McMullan Dickerson Memorial Scholarship - This scholarship is awarded to an ECCC student returning for his or her sophomore year, who is majoring in elementary education. Selection is made by the Student Education Association advisor and is based on academic success and potential and the contribution to the student education organization.

Stella Dickerson Technical Honor Scholarship - Awarded to a technical sophomore student who show leadership and academic excellence in the field of technology. The recipient must be a member of Phi Theta Kappa, must maintain a 3.0 grade point average the fall semester of the sophomore year, and be a non-traditional student.

Tony Dobbs Memorial Golf Scholarship - This sophomore scholarship is awarded to a resident of Scott County who has maintained a 2.0 grade point average.

Kyle Dunkerson Memorial Scholarship – This freshman scholarship is awarded to a recipient residing in Newton County. First priority will be given to a graduate of Newton County High School. The recipient must have a 2.0 grade point average and have a strong interest in the outdoors and riding horses.

East Central Scholars Scholarship - This two-year full tuition scholarship is awarded to select in-district students who are in the top 10 percent of their high school classes. Recipients must maintain at least a 3.0 grade point average during their four semesters at ECCC.

Leon Eubanks Kaljyc-Peers Leadership Scholarship - This sophomore scholarship is awarded to the President of the ECCC Student Body Association. The award funds will be disbursed in two equal payments during the year the student serves as the Student Body Association President.

Robert G. Fick Memorial Scholarship - This scholarship is awarded to a returning full time sophomore student who has shown dedication to the betterment of the music department and who has a cumulative grade point average of 2.0 or better. The recipient will be selected by the ECCC Music Department.

Hubert D. Gilmore Scholarship - This scholarship was created to benefit students needing financial assistance who agree to tutor other students who need academic help.

Clyde B. and Flossie H. Goodson Scholarship - This scholarship is awarded to a student majoring in forestry or horticulture.

Sue Gunter Memorial Scholarship - This two-year scholarship is awarded to an incoming freshman after high school graduation. The recipient must maintain a "B" grade point average, demonstrate the necessity for financial assistance, and must continue full time study at ECCC.

R. O. and Bertha Hannah Scholarship - This scholarship is awarded to an entering freshman from Scott County. Eligible recipients of this scholarship must have the demonstrated potential for successful college study and must be able to demonstrate the need for financial assistance.

Nancy Auline Hiett Harris ADN Scholarship - This non-traditional scholarship is awarded to an Associate Degree Nursing student entering his or her first semester of the ADN program. The recipient must have a minimum grade point average of "C" on all previous college study and demonstrate financial need. The scholarship will be awarded for the first semester of the two-year program.

Pam Harris Memorial Scholarship - This scholarship is awarded to a graduate of Newton County High School who plans to major in education at ECCC. Recipients must have a minimum 2.5 grade point average entering ECCC, be a full time student, and have financial need.

Richard L. Harris Scholarship - This sophomore scholarship is awarded to a graduate of a high school in Newton County who is pursuing a career in education. The recipient must have completed at least two full academic semesters at ECCC with a minimum 3.0 grade point average. Preference will be given to the prior year freshman recipient of the James E. Land Memorial Scholarship.

Dr. Shelby L. Harris Memorial Scholarship - This one-semester scholarship is awarded to a freshman mathematics or engineering major who is a member of Phi Theta Kappa and returning to ECCC his or her sophomore year.

Dan Harrison Rush Health Systems Endowed Scholarship - This scholarship is awarded to a student pursuing a degree in the healthcare field.

Sylvia Ann Graham Haywood Memorial Scholarship - The scholarship is awarded to an incoming freshman student for the fall semester. The recipient must demonstrate financial need and display leadership qualities and good citizenship.

Jeffrey G. and Kathy L. Hitt Memorial Scholarship - This freshman scholarship is awarded to a recipient who plans to enroll full time at EC after graduating from high school and is committed to earning an Associate Degree or a Career-Technical Degree or Certificate from ECCC. The recipient must have a 3.0 grade point average on all high school classes and maintain a 2.5 grade point average on all ECCC classes to continue to receive the scholarship (other scholarship criteria required).

Hogue Brantley Endowed Scholarship - This nontraditional scholarship is awarded to a student 23 years old or older who is enrolled in a career-technical area. Preference is given to nursing or auto mechanics majors.

Albert F. and Fannie Mae Hollingsworth Scholarship - This scholarship is awarded to an entering freshman student his or her fall semester. The recipient must be a graduate of Lake High School and enroll at ECCC in an academic field. Preference will be given to Mathematics Education majors, to Elementary or Secondary Education majors, and to professional majors (in that order).

Hudspeth Scholarship - This scholarship is awarded to a graduate from a high school in Winston County. Home schooled students are also eligible. The recipient must have a "C" grade point average, have definable career goals, and have a demonstrated financial need.

Martha Kate Tullos Hummel Memorial Scholarship - This sophomore scholarship is awarded to a music or engineering major with a minimum 3.0 grade point average.

Kelley Humphreys Nursing Scholarship - This scholarship is awarded to a student enrolled in a nursing curriculum (Associate Degree Nursing, Licensed Practical Nursing). The recipient must attend classes beyond the first semester on a full-time basis, must maintain at least a "C" grade point average, and must indicate a need from financial assistance.

Myrtle R. Hutchison Scholarship - This two-semester sophomore scholarship is awarded to a member of the Student Education Association (SEA). The recipient will receive \$500 for the fall semester and \$500 for the spring semester and is selected by the SEA advisor.

S. Lebrun Hutchison Scholarship - This two-semester sophomore scholarship is awarded to a member of Alpha Alpha Epsilon (AAE). The recipient will receive \$500 for the fall semester and \$500 for the spring semester and is selected by the AAE advisor.

Frances Aycock Johnson and Jo Ann Aycock Thomas Scholarship - This two-semester scholarship is awarded to a resident of Jasper County, MS who has a 3.0 grade point average and has demonstrated financial need.

Johnson Family Engineering Scholarship - This scholarship is awarded to a resident of Newton County with preference given to Newton County High School graduates. The recipient must have and maintain a 3.0 grade point average and major in engineering at ECCC with the intent to enroll in Civil Engineering at Mississippi State University upon graduation from ECCC.

Johnson-Taylor Memorial Scholarship - This two-semester sophomore scholarship is awarded to a student pursuing an education major and has maintained a minimum 2.75 grade point average.

James E. Land Memorial Scholarship - This two-semester freshman scholarship is awarded to a graduate of a high school in Newton County with plans to pursue a degree in education.

Andrew Wilson Lathem Scholarship - A \$500 fall semester scholarship awarded to a freshman student. The recipient must have a 3.5 grade point average and be majoring in either agriculture or secondary education. Preference will be given to a Sebastopol High School graduate.

La-Z-Boy Scholarship - This scholarship is awarded to two students with preference given to students who reside in Newton County. The recipient must have earned a cumulative grade point average of 3.0. To be eligible for the scholarship, the student's parent or grandparent should be a current or past employee of La-Z-Boy South.

Frank Edwin and Nena Holt Leatherwood Scholarship - This sophomore scholarship is awarded annually with the recipient selected by the science faculty.

William Wade Long Memorial Scholarship - This two-semester freshman scholarship is awarded to a resident of Neshoba County or Newton County. The recipient must have a 2.0 grade point average on high school coursework and plan to major in the medical or health-related field.

Edwin and Marie Lowe Scholarship - This nontraditional scholarship is awarded to a student 23 years old or older that has at least a 2.0 grade point average.

Thomas Rudolph Mayes Memorial Scholarship - This scholarship is awarded to a recipient that has maintained a 3.0 grade point average in high school and has submitted the required letter of recommendation.

Russell McCann Memorial Scholarship - This \$500 freshman scholarship is awarded to a resident of the ECCC district having at least a "C" grade point average.

Mississippi Association of Supervisors' Community College Scholarship - This freshman scholarship is awarded to 15 students (three from each county served by ECCC). Each recipient receives \$300 for the fall term. The recipient must complete the required application process and have a 2.5 or better grade point average.

Mississippi Automotive Manufacturer's Association Scholarship - This two-semester freshman scholarship is awarded to two students. Each recipient receives \$1,500. The recipient must enroll in an engineering or automotive-related program.

Robert J. Moody, Jr. Special Education Scholarship - This \$500 sophomore scholarship is awarded for the fall semester to a student residing in Winston County. The recipient must have a 3.0 grade point average and be pursuing a degree in education with an emphasis in special education.

Dr. Margaret Mosal Memorial Scholarship for Leadership - This \$200 sophomore scholarship is awarded to a student who exemplifies the hallmarks of Phi Theta Kappa. The annually recipient is selected by the Phi Theta Kappa advisors.

Ben Myers Memorial Scholarship - This \$500 scholarship is awarded to two entering freshman who are graduates of Neshoba Central High School, Philadelphia High School, or Choctaw Central High School. The recipients must have a grade point average of 3.5 or above.

Rev. John Lambert Neill Memorial Scholarship - This two-semester sophomore scholarship is awarded to a recipient who has maintained a 3.0 grade point average and has demonstrated need for financial assistance.

New Directions Scholarship - This nontraditional scholarship provides \$2,000 for four semesters to a student who has decided to return to college after having been out of school for more than three years. The recipient must be at least 21 years of age, be either married or a single parent, and must maintain a "B" or better average each semester to continue receiving the scholarship.

Stella Weathersby Newsome Scholarship - This nontraditional scholarship is awarded to a student is at least 23 years old or older, has at least a 2.0 grade point average, be a high school graduate or hold the GED®. The scholarship is awarded for the fall semester of the freshman year.

Newton Rotary Club Scholarship - This \$500 scholarship is awarded the fall semester of the recipient's freshman year to two students (one male and one female). The recipient must be a graduate of a high school in Newton County, have a high school grade point average of at least 2.75, demonstrate leadership qualities, and submit three written letters of recommendation.

Polk and Jennie Pace Scholarship - This freshman scholarship is awarded to a resident of either Scott or Newton County. The recipient must have a "B" or better grade point average his or her senior year in high school and plan to major in science, math, or music.

Charles P. Phillips and Bonnie Saxon Phillips Scholarship - This freshman scholarship is awarded to a student who has maintained at least a "B" grade point average in high school and has demonstrated financial need.

Coach Ken Pouncey Memorial Scholarship - This sophomore scholarship is awarded to an education major who has earned a minimum 3.0 grade point average as a freshman student.

Roscoe C. Pugh Memorial Scholarship - This two-semester scholarship is awarded to a student enrolled as a full time day academic or technical student at the Decatur campus after having been previously enrolled as part time student. The recipient must have earned all previous college credits at ECCC, have earned a minimum of 12 semester hours credit and not more than 21 semester hours credit before applying for the scholarship, and have a minimum 3.0 grade point average on all college work completed.

Shirley Renaud Memorial Scholarship - This scholarship is awarded to a student who has a minimum overall grade point average of 3.5 and is a resident of the college's five-county district.

Herman and Mosoura Rigby Memorial Scholarship - This two-semester scholarship is awarded to an out-of-state entering freshman who demonstrates both the need for financial assistance and an aptitude for success as a student.

Regina Gail Gibbs Rigby Memorial Scholarship - This two-semester freshman scholarship is awarded to a student pursuing a degree in Art, Elementary Education, or Music, has a "B" or better grade point average, and has demonstrated leadership abilities at Forest High School. The recipient is selected by a scholarship committee at Forest High School.

Ruth Round Volunteer Scholarship - This scholarship is awarded to a student enrolled in a healthcare program, has a history of volunteer service in Newton County, and is a resident of Newton County.

Sam Rush Memorial Scholarship - This two-semester freshman scholarship is awarded to two residents of Neshoba County who are graduates of a public school in Neshoba County and have at least a 2.5 grade point average. Each recipient will receive a total of \$500.

Elva Smith Sigrest Memorial Scholarship - This sophomore scholarship is awarded to a graduate of Scott Central or Forest High School. The recipient must have at least a 3.0 grade point average.

Dr. Omar Simmons Memorial Scholarship - This scholarship is awarded to a resident of Newton County who is a pre-med major and has an ACT composite score of 25.

Willis E. Blum and Frances Gaines Blum Slagle Memorial Scholarship - This scholarship is awarded to a deserving student who is economically in need of funds for educational expenses and who would not otherwise be able to attend college. The recipient must be a graduate of a high school in the five-county service district of ECCC.

Jay B. and Frances Harris Smith Scholarship - This two-semester freshman scholarship is awarded to a student who has at least a 2.0 grade point average and is a high school graduate or holds the GED®.

Willis W. (Bubba) Smith Memorial Scholarship - This freshman scholarship is awarded to a graduate of Newton County High School who has at least a "B" grade point average, has demonstrated leadership abilities, and is free of any disciplinary problems.

Southern AgCredit Scholarship - This \$500 scholarship is awarded to a student majoring in the areas of Agriculture, Business, or Business Administration. The recipient must be a student in good standing, have demonstrated academic achievement, have good moral character, and have demonstrated leadership abilities. Preference will be given to students who are children of current employees or stockholders of the Land Bank of South Mississippi. Preference will also be given to students from the fifty counties that the Land Bank of South Mississippi services.

State Farm Insurance Company Scholarship - This one-semester nontraditional scholarship is awarded to a student at least 23 years of age or older. The recipient must have a demonstrated financial need and be a returning sophomore student.

Jacob Stovall Memorial Scholarship - This \$500 two-semester scholarship is awarded to a student majoring in business or nursing. The recipient must be a graduate of Philadelphia High School, have at least a 3.0 grade point average, and demonstrate financial need.

Wallace Strickland Rush Health Systems Endowed Scholarship - This scholarship is awarded to a student pursuing a degree in healthcare field.

Taylor Advanced Machining Scholarship - This \$1,500 scholarship is awarded to one high school graduate in Winston County and one high school graduate in Neshoba County. The recipient must maintain a 2.5 grade point average, have successfully completed the corresponding machining program provided through the vocational technical center in their respective county, and have plans to pursue machining as a career. Recipients are selected based on recommendations from the applicants' former vocational instructors.

Taylor Advanced Welding Scholarship - This \$1,500 scholarship is awarded to one high school graduate in Winston County and one high school graduate in Neshoba County. The recipient must maintain a 2.5 grade point average, have successfully completed the corresponding welding program provided through the vocational technical center in their respective county, and have plans to pursue welding as a career. Recipients are selected based on recommendations from the applicants' former vocational instructors.

Larry B. Therrell Memorial Scholarship - This \$1,600 freshman scholarship is awarded to a graduate of Leake Academy. The recipient is selected by the Leake Academy selection committee.

Charles and Judy Dowdle Thomas Scholarship - This two-semester freshman scholarship is awarded to a student who has been a legal resident of Neshoba County for three years or more and a graduate of Philadelphia High School. The recipient must have a high school grade point average of 3.0 or above and have a strong desire to obtain a college education.

Kinoth and Ella Mae Thornton and Emerson Electric Scholarship - This four-semester \$1,000 scholarship is awarded to a student who resides in one of the five counties served by ECCC with preference given to Newton County and Neshoba County. The recipient must have financial need (see full description for details), have achieved acceptable grades in high school, and have participated in community projects or work experience.

Thomas W. Thrash Memorial Scholarship - This sophomore scholarship is awarded for the fall semester. Preference will be given to a student majoring in history or education and plan a career in education. The recipient must have completed a minimum of 12 semester hours but no more than 36 hours at ECCC, have maintain a 3.0 or higher grade point average, and have two letters of recommendation.

Dustan Todd Memorial Scholarship - This two-semester freshman scholarship is awarded to a graduate of Newton County High School who plans to major in Drafting and Design Technology. The recipient must demonstrate financial need, have a "B+" or above high school grade point average, and maintain a "B+" or above grade point average his or her freshman year.

U. S. Electrical Motors Scholarship - This four-semester scholarship is awarded annually to one recipient. Eligible applicants include the children, grandchildren, and great grandchildren of former U. S. Electrical Motors – Philadelphia, Mississippi employees provided the student was in good standing his or her senior year of high school. See full scholarship description for detailed selection criteria.

James M. Vance Endowed Scholarship - This freshman scholarship is awarded to a student majoring in education (first preference will be given to mathematics education majors). The recipient must have the potential to be a successful teacher, show need for financial assistance, and maintain a grade point average of 2.0.

Ovid S. and Carol F. Vickers Scholarship - This scholarship is awarded to a student who is a high school graduate or holds a GED®, has at least a 2.0 cumulative high school grade point average, resides in one of the five supporting counties of the college, and plans to major in English, English education, literature, speech, or theater.

Arno and Ruth Carr Vincent Scholarship - This freshman scholarship is awarded the fall semester. The recipient must have at least a 2.0 grade point average on previous course work completed and be a high school graduate or hold a GED®.

Lavern & Elizabeth Vowell Memorial Scholarship - This freshman tuition scholarship is awarded for two semesters. The recipient must major in some field of business administration, must have a demonstrated need for financial assistance, and must have a demonstrated potential for academic success. Preference will be given to applicants who are or have been employed by Triple V, Inc. and live in a county where a Triple V, Inc. store is located.

Captain Charles E. Ward USN/RET Memorial Scholarship - This freshman scholarship is awarded to a student who resides in Winston County and has at least a 2.5 grade point average. The scholarship will be awarded the fall semester only.

Warrior Golf Classic Alumni Association Scholarship - This freshman tuition scholarship is awarded to two incoming freshman students. Recipients of this scholarship will be awarded full tuition for the fall semester and full tuition for the spring semester of each recipient's freshman year.

Weems Family Scholarship - This freshman tuition scholarship is awarded annually and is renewed until graduation provided the recipient maintains a minimum 2.5 grade point average and an academic load that would permit graduation in four semesters. Selection will be made based on high school grade point average, college aptitude test, financial need, participation in extracurricular activities, and good moral character.

Harvey and Martha Wheeler Pre-Pharmacy/Pre-Med Scholarship - This sophomore scholarship is awarded to a pre-pharmacy or pre-med student. The recipient must have a 3.5 grade point average at ECCC.

J C White Scholarship - This freshman scholarship is awarded to a student planning to major in either math or science. The recipient must have a high school grade point average of at least 3.0.

Jack White and Mary Jo White Scholarship - This freshman scholarship is awarded to a resident of Newton County or Neshoba County and has financial need.

Bob Wilkerson Memorial Vo-Tech Scholarship - This freshman scholarship is awarded to a resident of Scott County with preference given to a graduate from Forest High School. The recipient must have a "C" or "C+" grade point average on all high school classes, plan to earn a career-technical degree or certificate, pursue a career in mechanics, and demonstrate financial need. The scholarship will be awarded for four semesters.

Wilks-Palmer Scholars Scholarship - This freshman scholarship is awarded to a resident of the Liberty Community in Winston County for the fall semester. The recipient must have a burning desire to go to college, be a high school graduate from a school in Winston County, and have a minimum 2.5 high school grade point average.

Jones and Carrie Williamson and Bascom and Hattie Chisolm Memorial Scholarship - This two-semester freshman scholarship is awarded to a student planning to major in agriculture. The recipient must have earned at least average grades in high school, demonstrate a desire to be educated, and have a demonstrated need for financial assistance.

General William Patrick Wilson Memorial Scholarship - This sophomore scholarship is awarded to a student maintaining a 3.0 grade point average on college work and has demonstrated financial need. To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average.

Lucille Wood Scholarship - This sophomore scholarship is awarded to a female student who has maintained a 3.0 grade point average on college work. The recipient must follow a curriculum as outlined in the college catalog and have high moral and ethical character. Extracurricular activities will be considered.

SECTION II: FINANCIAL AID POLICIES

According to federal regulations, students must meet Satisfactory Academic Progress (SAP) standards in order to be eligible for federal Title IV financial aid. Federal Title IV financial aid consists of the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- William D. Ford Direct Federal Loans (Direct Loan – Subsidized and Unsubsidized)
- Parent Loan Program (PLUS)

To meet SAP at East Central Community College, students receiving federal Title IV financial aid must maintain satisfactory progress in grade point average, percentage of hours passed and length of attendance in completing a certificate or degree in the academic, technical or career/vocational programs of study.

Pace and GPA

SAP will be measured according to the following criteria:

Cumulative Credit Hours Attempted *	Cumulative Grade Point Average (GPA)**	Percentage of Credit Hours Passed*
1 – 30	1.5	66.7%
31– 63	1.75	66.7%
64 and above	2.0	66.7%

*All attempted classes will count in hours attempted (for example- including classes from which the student withdrew – Grade “W”).

**Students with a repeated course will have the highest grade (other than W) count in the GPA calculation.

Time Frame (Length)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the length of the program. All courses including, but not limited to, withdrawals, repeats and accepted transfer hours from another college will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Other Required Considerations

All coursework for students will be included in the SAP review including any semesters that students did not receive financial aid.

Incompletes: A grade of "I" incomplete will count as an "F" in the hours attempted, hours passed and GPA calculations. Once the incomplete is removed, the actual earned grade will be used.

Repeats: All repeated classes will count in hours attempted and hours passed calculations. The highest grade for a repeated class (other than "W") will count in the GPA calculation.

Transfers: All transfer credits accepted from other colleges will count in hours attempted, hours passed and GPA calculation.

Withdrawals: Students may withdraw from a class and receive no credit with a grade of "W." Classes from which students withdraw will count in the hours attempted and hours passed calculations. Classes from which students withdraw will not be included in the GPA calculation.

Development courses: These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

SAP Examples

1. A first-year student attempts 15 hours in the fall semester and 15 hours in the spring semester. At the end of the fall semester the student must have passed 11 hours (15 hours attempted x 66.7%) with at least a 1.5 cumulative GPA and at the end of the spring semester the student must have passed 21 hours (30 hours attempted X 66.7%) with at least a 1.5 cumulative GPA.
2. A returning student has attempted 31 hours in prior semesters and now has 12 hours in fall and 15 hours in spring. At the end of the fall semester the student must have passed 29 hours (43 hours attempted x 66.7%) with at least a 1.75 cumulative GPA and at the end of the spring semester, the student must have passed a total of 39 hours (58 hours attempted X 66.7%) with at least a 1.75 cumulative GPA.
3. A student must complete the program of study (major) in the 150% time frame.
64-hour program (64 hours X 150% = 96 hours) 50-hour program (50 hours X 150% = 75 hours)

Review of Standards

Federal regulations require that SAP standards must be checked each award year to determine if students are progressing toward completing a degree or certificate.

The SAP standards will be checked at the end of each semester.

Consequences of Not Meeting Standards/Regaining Eligibility

Students who do not meet the SAP standards at the end of the semester will be placed on financial aid warning for the next semester. During the warning semester, a student will continue to be eligible for financial aid. Upon completion of the warning semester, a student who does not meet the SAP standards will be suspended and will not be eligible to receive federal financial aid.

Students who do not meet the SAP standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Students on financial aid suspension may attend ECCC as long as they are not also on academic suspension.

Students who have been suspended from receiving financial aid as a result of the failure to meet the SAP standards have the right to appeal.

Students may regain eligibility for financial aid by meeting the standards in a subsequent semester or through a successful appeal.

Appeal Procedures

Students who have been suspended from receiving Title IV financial aid may appeal based on mitigating circumstances including but not limited to illness, injury, death of an immediate family member, undue hardships or other such circumstances beyond the student's control. To request an appeal, students must complete the Financial Aid SAP Appeal Form which is available in the ECCC Financial Aid Office. The form must be submitted to the Financial Aid Office along with a written letter which must explain in detail 1) the reason(s) that the student has not been able to meet the SAP standards and 2) what in the student's situation has changed. Students are encouraged to provide documentation such as a letter from a doctor, an accident report, etc. to support the request.

Students who are approved through an appeal will be allowed to receive Title IV financial aid if otherwise eligible by 1) being placed on probation for one semester only in certain limited situations or 2) being placed on an individualized academic plan with requirements that the student must meet in order to continue to be eligible. Students who are not approved through an appeal will not be eligible to receive Title IV financial aid. The appeal requests will be reviewed by the Financial Aid Appeal Committee. Students will be notified in writing of the Committees' decision.

INSTITUTIONAL PROGRAMS — The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.
2. To retain an ACT, Salutatorian, Valedictorian, or Career-Technical scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Financial Aid Programs for further eligibility requirements.
3. Total combined scholarships funded by East Central Community College for dormitory and commuter students may not exceed the published cost of matriculation fee, technology fee, registration fee, room fee, 7-day board fee, out-of-state fee (out-of-state students only) and an allowance for books equal to the book allowance as established annually by the College in the federal financial aid cost of attendance (budget).

Financial Aid Application Requirements

1. New and transfer students must also complete an Application for Admission to East Central Community College. Transfer students should contact the financial aid office to discuss transfer credits.
2. Complete the Free Application for Federal Student Aid (FAFSA).
 - a. Complete the FAFSA by choosing one of three filing methods.
 - Method 1: Apply online at www.fafsa.gov (recommended method)
 - Method 2: Download and print a PDF FAFSA to complete and mail www.fafsa.gov (select FAFSA Filing Options)
 - Method 3: Request a paper FAFSA by calling the Federal Student Information Center at 1-800-433-3243 to complete and mail

- b. List the East Central Community College Code in the “Colleges to Receive Information” section of the FAFSA. (School Selection Section - online or Step 6 PDF or paper FAFSA)
EC Federal school code – 002404
EC Address — PO Box 129, Decatur, MS
 - c. After the submitted FAFSA has been processed, the SAR (Student Aid Report) will be sent by email or regular mail. (Note: SAR will be sent by email only if an email address was provided on the FAFSA).
FAFSA processing time will vary depending upon the filing method:
3 – 5 days for online filers signing with PIN # or up to 3 – 4 weeks for online filers who mailed a signature page and for filers who mailed the paper or PDF FAFSA
 - d. Review the SAR carefully to make sure it is correct and complete. The SAR will contain comments from the processors about the student’s eligibility and will let students know if additional information is needed. The college may also be required to request additional information such as the U.S. Income Tax Return Transcript and other documents or forms to complete verification or to review discrepancies on the SAR.
3. To apply for student loans students must contact the financial aid office for a loan application or download one at www.eccc.edu/financial-aid. To apply for work-study, students must indicate on the FAFSA that they are interested in applying. Additional forms and applications will be required for these programs.
 4. The priority deadline for applying for financial aid at East Central Community College is April 1 (for the upcoming fall semester). The processed date of the FAFSA (as indicated on the Student Aid Report must be on or before April 1 to receive full consideration for financial aid. Additional applications will be accepted and are encouraged after April 1; however, no assurance can be given that funds will be available in all programs. Aid is awarded on a first-come, first-served basis.
 5. All students must reapply for financial aid each academic year.
Note: Mississippi students may apply for state-funded programs which include MTAG, MESH, HELP, and other programs described at the MOSFA (Mississippi Office of Student Financial Aid) website. An online application must be completed by the program deadline and additional information may be required; therefore, students should read the information and instructions provided on the MOSFA website. Contact MOSFA at 1-800-327-2980 or at the following website: <http://www.mississippi.edu/riseupms/financialaid.php>.

Conditions for Receiving Financial Aid

1. The Financial Aid Office reserves the right on behalf of ECCC to review and revise or cancel an award at any time because of changes in the student’s financial or academic status. Students are required to notify the Financial Aid Office regarding any changes in their financial or academic status while attending ECCC.
2. Any commitment of Federal, State, or local funds is contingent upon subsequent Congressional or Legislative appropriation and actual receipt of the funds by ECCC.
3. Recipients of financial assistance from ECCC must notify the Financial Aid Office concerning any scholarships or other funds from any outside source.
4. Student eligibility criteria for Federal Aid require that in order to receive financial aid, a student must be making satisfactory academic progress in their course of study. See the Satisfactory Progress section in this publication for further details on the ECCC Financial Aid Satisfactory Progress Policy.
5. Generally, a student must be enrolled in a minimum of six hours each semester and must be enrolled in a program leading to a degree or certificate to receive financial aid. Students receiving loans must maintain at least half-time attendance (6 hours) each semester. MTAG, and MESH require full-time enrollment each semester. Additionally, students may not receive aid from more than one college at the same time.
6. To be eligible for financial aid a student must be a high school graduate or have a GED. Students who receive a high school certificate do not meet the high school graduation requirement.

7. Financial aid funds may be used toward educational expenses which include matriculation, fees, books, supplies, transportation, room, board and miscellaneous expenses.
8. Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's account at the College and the balance of the award, after the account is cleared, will be disbursed to eligible students at the 55% point of the semester. Adjustments to a student's financial aid may be required for a student who withdraws from school or drops out (cuts out) of school within a semester prior to the 60% point because of refund calculations required by federal regulations. Students who do not complete 60% of the semester will be required to return funds for which the calculation shows they are not eligible to receive.
9. MTAG, MESSG, and HELP funds will be disbursed when funds are received from the State of Mississippi. MTAG, MESSG, and HELP recipients must be enrolled full time to be eligible to receive the funds.
10. Students withdrawing during the semester who have received financial assistance will be required to abide by the refund policy governing the programs. It is advised that the student contact the Financial Aid Office before withdrawing (especially loan recipients who must attend an exit interview prior to leaving school).
11. Work-Study students:
 - a. Must meet with their supervisor to establish a work schedule.(Students awarded prior to the beginning of the semester must do this the first week of school; all others immediately after receiving the award.)
 - b. Must complete an I-9 form and other required forms at the Brackeen-Wood Physical Building, Room 603 before beginning work. Payroll checks will not be issued until the student completes all forms.
 - c. Will be paid monthly at the current minimum wage.
 - d. Will be required at the end of each month to sign a time card which shows the number of hours worked that month.
 - e. Must understand that the amount of the work-study award is based upon the maximum amount the student may earn during the school year.
 - f. Will be issued work-study checks by the Business Office five (5) working days following the end of each month (provided all required payroll forms have been completed and time cards are submitted in a timely manner).
 - g. Must read, understand, and agree to the information provided on the job assignment form.
12. The Award Letter lists aid from outside sources that is taken into consideration in evaluating the student's financial need. Outside resources are included for the student to verify the accuracy of the amount(s). Report any discrepancies regarding these resources to the Financial Aid Office.
13. Students must reapply for aid each academic year.

Award Notification

Students who complete the financial aid application requirements and who provide all required forms by **April 1** will be notified regarding their financial aid awards, normally, by the end of July. Requests for information and award letters will be mailed to the address listed on the student's financial aid application.

CHAPTER 5

UNIVERSITY TRANSFER PROGRAMS

Students must follow either the program of study in the catalog of the institution of higher learning to which they plan to transfer or the guidelines of the Articulation Agreement, http://www.ihl.state.ms.us/cjc/articulation_agreement.html to ensure transfer of credits. Students who earn the associate of arts degree or associate of science degree may transfer *35 core hours to any Mississippi institution of higher learning. A student who is working toward a bachelor's degree but has not yet decided on a degree program is advised to follow the academic core requirements during the freshman year. All students should choose a major field of study before beginning the sophomore year. Failure to do so may result in the student's taking courses that do not apply toward the chosen bachelor's degree program.

*With a 'C' or better.

BASIC COLLEGE CORE CURRICULUM (General Education Competencies)

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the Articulation Agreement at http://www.ihl.state.ms.us/cjc/articulation_agreement.html.

The following East Central Community College core curriculum contains the core curriculum which is required by all universities under the State Board of Trustees, Institutions of Higher Learning, which was implemented during the fall of 1984 and the core curriculum is incorporated in all transfer programs of study as outlined in this chapter.

English Composition.....	6 semester hours
Laboratory Science	8 semester hours
Humanities & Fine Arts.....	9 semester hours
Social/Behavioral Science	6 semester hours
College Algebra or Higher Mathematics	3 semester hours
Oral Communication	3 semester hours
Total.....	35 semester hours

This 35 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate in Arts and the Associate in Science.

PROGRAMS

Communications

Fine Arts

Math/Computer Science

Science

Social Science/Bus. Ed./Education

ECCC Contacts

Carol Shackelford 601-635-6365

Vicki Blaylock 601-635-6225

Dr. Lisa McMillin 601-635-6360

Curt Skipper 601-635-6222

Wanda Hurley 601-635-6274

MATHEMATICS:

MAT 1313, MAT 1323, MAT 1333, MAT 1343, MAT 1513, MAT 1613, MAT 1623, MAT 1723, MAT 1733, MAT 1743, MAT 2113, MAT 2323, MAT 2613, MAT 2623, MAT 2913

SCIENCES:

BIO 1133-BIO 1131, BIO 1143-BIO 1141, BIO 1313-BIO 1311, BIO 1323-BIO 1321, BIO 2313-2311, BIO 2413-BIO 2411, BIO 2423-BIO 2421, BIO 2513-BIO 2511: Prerequisite: BIO 1133-BIO 1131 or BIO 1143- BIO 1141

(ACT 21 or higher)

BIO 2523-BIO 2521: Prerequisite: CHE 1213-CHE 1211 or BIO 2513-BIO 2511, BIO 2923-BIO 2911,

CHE 1213-CHE 1211, CHE 1223-CHE1221: Prerequisite: CHE 1213-CHE 1211

CHE 2423-CHE2421: Prerequisite: CHE 1223-CHE 1221

CHE 2433-CHE2431: Prerequisite: CHE 2423-CHE 2421

PHY 2243-PHY 2241, PHY 2253-PHY 2251

PHY 2413-PHY 2411: Co requisite: MAT 1323

PHY 2423-PHY 2421: Prerequisite: PHY 2413-PHY 2411

PHY 2513-PHY 2511: Prerequisite: MAT 1623; Co requisite: MAT 2613

PHY 2523-PHY 2521: Prerequisite: PHY 2413-PHY 2411

AGR 2313-2311, GLY 2313-2311

SOCIAL/BEHAVIORAL SCIENCES

EPY 2513, EPY 2523, EPY 2533, ECO 2113, ECO 2123, GEO 1113, GEO 1123, PSY 1513, PSY 2553, PSC 1113,

PSC 1123, SOC 2113, SOC 2133, SOC 2143, SOC 2243

FINE ARTS:

ART 1113, MUS 1113, SPT 2233

HUMANITIES:

ENG 1113

ENG 1123: Prerequisite: ENG 1113

ENG 1213 AND ENG 1223 ACT 27 in English; 25 overall ACT

ENG 2133: Prerequisite: ENG 1113

ENG 2153

ENG 2223: Prerequisite: ENG 1113, ENG 1123

ENG 2233: Prerequisite: ENG 1113, ENG 1123

ENG 2323: Prerequisite: ENG 1113, ENG 1123

ENG 2333: Prerequisite: ENG 1113, ENG 1123

ENG 2353: Prerequisite: ENG 1113, ENG 1123, ACT 27 in English; 25 overall ACT

ENG 2363: Prerequisite: ENG 1113, ENG 1123, ACT 27 in English, 25 overall ACT

ENG 2423: Prerequisite: ENG 1113, ENG 1123

ENG 2433: Prerequisite: ENG 1113, ENG 1123

MFL 1113

MFL 1123

MFL 2113

MFL 2123

MFL 1213

MFL 1223: Prerequisite: MFL 1213 or one unit High School Spanish

MFL 2213: Prerequisite: MFL 1223 or two units High School Spanish

MFL 2513

MFL 2223: Prerequisite: MFL 2213

MFL 2243: Prerequisite: MFL 2223

HIS 1113, HIS 1123, HIS 1163, HIS 1173, HIS 2213, HIS 2223, HIS 2243, HIS 2253

PHI 1113, PHI 1133, PHI 1153, PHI 2113, PHI 2143, PHI 2613

The following charts detail some of the most common University Transfer options pursued by students at ECCC as concentration areas. These course frameworks are only SAMPLES. Students MUST consult the current catalog of the institution to which they intend to transfer for specific requirements.

Art

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG – (ENG 2423 preferred @ USM)	6
History – World Civilization I & II	HIS 1163, 1173	6
Social/Behavioral Science	Any social/behavioral science course	6
Laboratory Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313 or higher	3
Art History I & II	ART 2713, 2723	6
Drawing I & II	ART 1313, 1323	6
Design I & II	ART 1433, 1443	6
Three-Dimensional Design	ART 1453	3
Elective		3
Total Hours		62

Athletic Training/Exercise Science

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	6
History	HIS 1163, 1173	6
General Psychology	PSY 1513	3
Introduction to Sociology	SOC 2113	3
Social Science	GEO 1123, PSC 1113 or SOC 2143	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Anatomy & Physiology I & II	BIO 2514, 2524	8
General Physics I	PHY 2414 (required @ USM)	4
College Algebra	MAT 1313	3
Trigonometry	MAT 1323 (required @ USM)	3
Nutrition	BIO 1613	3
Personal & Community Health	HPR 1213	3
Athletic Training & Treatment of Injuries	HPR 2443	3
Computer Science Elective	CSC 1113 or higher	3
Total Hours		63

Business/Accounting

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
History	HIS (any history)	6
General Psychology	PSY 1513	3
Political Science	PSC 1113	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Laboratory Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313	3
Business Calculus I	MAT 1513	3
Business Statistics	BAD 2323 (required @ MSU & USM)	3
Principles of Accounting I & II	ACC 1213, 1223 (ACC 1223 not required @ USM)	6
Principles of Economics I & II	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
Computer Science Elective	CSC 1113 or higher	3
Total Hours		62

Computer Science

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
History	HIS 1163, 2213, 2223	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Social Science	ECO, GEO, PSC, SOC	6
General Biology I	BIO 1134	4
General Physics I-A & II-A	PHY 2514, 2524	8
General Chemistry I	CHE 1214	4
Calculus I, II, III	MAT 1613, 1623, 2613	9
Computer Science – Object Oriented Programming	CSC	6
Electives		7
Total Hours		62

Pre-Physical Therapy

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	HIS, PHI, MFL, ENG	6
General Psychology	PSY 1513	3
Social Science	ECO 2113, PSC 1113 or HIS 1163	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
General Biology I & II	BIO 1134, 1144	8
Anatomy & Physiology I & II	BIO 2514, 2524	8
General Chemistry & II	CHE 1214, 1224	8
General Physics I & II	PHY 2414, 2424	8
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Elective		3
Total Hours		65

Pre-Medical/Pre-Dental

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Zoology I & II or General Biology I & II	BIO 2414, 2424 or BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424, 2434	8
General Physics I & II	PHY 2414, 2424	8
General Psychology (required for dental school)	PSY 1513	3
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Statistics	MAT 2323 (required @ UMMC)	3
Electives	(Some universities require MAT 1613 Calculus I)	5
Total Hours		64

Secondary Education

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
History	HIS (any sequence)	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
General Psychology	PSY 1513	3
Social Sciences	Any social science courses	6
Biological Science w/lab	BIO	4
Physical Science w/lab	PHY	4
College Algebra	MAT 1313	3
Math	Any math course higher than MAT 1313	3
Math/Science Elective	If a science is chosen, lab must be included	3-4
Academic Teaching Area	Courses should be selected according to concentration area	15
Total Hours		62-63

Pre-Veterinary

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG, HIS, MFL, PHI	6
Social/Behavioral Science	ECO, GEO, PSC, PSY, SOC	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
College Algebra	MAT 1313	3
Math	Any math course higher than MAT 1313	3
Zoology I & II	BIO 2414, 2424	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry	CHE 2424	4
General Physics	PHY 2414	4
Microbiology	BIO 2924	4
Nutrition	BIO 1613	3
Elective		1
Total Hours		62

Elementary Education

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any sequence)	6
History	HIS (HIS 2213 @ MSU; HIS 1163 @ USM)	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
General Psychology	PSY 1513 (not required @ MSU)	3
Introduction to Sociology	SOC 2113 (not required @ MSU)	3
Principles of Geography	GEO 1123	3
Biological Science w/lab	BIO	4
Physical Science w/lab	PHY	4
Laboratory Science w/lab	BIO or PHY	4
College Algebra	MAT 1313	3
Real Number System	MAT 1723	3
Computer Science	CSC (not required @ MSU)	3
Personal & Community Health	HPR 1213	3
Electives	See university catalog for specific electives related to area of concentration	5
Total Hours		62

Pre-Engineering

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	Any sequence	6
Social Science	ECO, GEO, PSC, SOC	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Differential Equations	MAT 2913	3
Introduction to Linear Algebra	MAT 2113	3
General Chemistry I & II	CHE 1214, 1224	8
General Physics I-A & II-A	PHY 2514, 2524	8
Electives		5
Total Hours		62

EAST CENTRAL COMMUNITY COLLEGE

Health, Physical Education, and Recreation

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
History	HIS (any history)	6
General Psychology	PSY 1513	3
Introduction to Sociology	SOC 2113	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Laboratory Science	BIO, CHE, PHY	4
Anatomy & Physiology I & II	BIO 2514	4
College Algebra	MAT 1313	3
Personal & Community Health	HPR 1213	3
First Aid & CPR	HPR 2213	3
Nutrition	BIO 1613	3
Electives		12
Total Hours		62

Liberal Arts

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any sequence)	6
History	HIS 1163, 1173	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Social Science	ECO 2113, PSC 1113, PSY 1513, SOC 2113	6
Introduction to Philosophy	PHI 2113	3
Laboratory Sciences	BIO, CHE, PHY	8
Natural Science	BIO	4
College Algebra	MAT 1313	3
Math	Any math course higher than MAT 1313	3
Modern & Foreign Language	MFL 1213, 1223, 2213	9
Electives		3
Total Hours		63

Music

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG 2423	3
History	HIS 1163, 1173	6
General Psychology	PSY 1513	3
Lab Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313 or higher	3
Music Theory	MUS 1214, 1224, 2214, 2224	16
Music History	MUS 2313	3
Piano		4
Applied Major		8
Ensemble		4
Total Hours		67

**Pre-Pharmacy
University of Mississippi**

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG, HIS, PHI, MFL	6
Social Science	Any social science courses	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Calculus I	MAT 1613	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424, 2434	8
General Physics I & II	PHY 2414, 2424	8
Principles of Economics II	ECO 2123	3
Statistics	MAT 2323	3
Total Hours		65

HEALTHCARE EDUCATION PROGRAMS

(Associate Degree Nursing, Emergency Medical Technician (EMT) - Basic, Emergency Medical Technician (EMT) - Paramedic, Practical Nursing, Surgical Technology)

East Central Community College offers programs of study that prepare graduates to work in a variety of healthcare settings. Students who successfully complete the programs of study are prepared to take state and national licensure and/or certification exams in the area of preparation and obtain employment in their area of specialty in the health care field.

Students applying for admission into Healthcare Education programs must meet the general college admission requirements as well as admission requirements specific to the individual program of study. Admission to the Healthcare Education programs is competitive and space is limited. Refer to admission requirements in Chapter 3 of the catalog.

The Associate of Applied Science Degree is awarded to students who successfully complete the two-year program of study specified in the catalog. The 15-semester Core Curriculum (or demonstrated competence) is embedded in the curriculum for each of the programs. Students who complete the 12 month option will receive certificates.

English Composition I 3 hours

Mathematics/Science 3 hours

Approved Courses: MAT 1313, MAT 1323, BIO 1133-1131/ 1143-1141, BIO 2413-2411, BIO 2513-2511/2523-2521, BIO 2923-2921, CHE 1213-1211/1223-1221

Humanities/Fine Arts 3 hours

Approved Courses: ART 1113, MUS 113, ENG 2133, ENG 2223/2323, ENG 2423/2433, MFL 1113/1123, MFL 2113/2123, MFL 2213/1233, MFL 2223/2243, HIS 1163/1173, HIS 2213/2223, HIS 2243/2253, PHI 1113, PHI 1153, and PHI 2113.

Social/Behavioral Sciences 3 hours

Approved Courses: PSY 1513, EPY 2513, EPY 2533, SOC 2113, SOC 2143

Oral Communication 3 hours

Working in the healthcare environment enhances theory taught in the classroom and students completing the healthcare programs may obtain immediate employment in their area of specialty in the healthcare field. Therefore, students enrolled in healthcare programs are encouraged to participate in WBL 191 (1-3) Work-Based Learning as an elective course.

HEALTHCARE EDUCATION CLINICALS

Student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution. Students who work at a clinical institution must work after clinical hours only, and students must be pre-approved to work by the instructors and their employer (hospital, etc.). Students are under the supervision of East Central Community College instructors during clinical hours. After clinic hours, students working are under the supervision of the clinical institution.

**ASSOCIATE DEGREE NURSING
(ADN)**

**Advisors: Dr. Sherri Cantey, Mrs. Lisa Gorgas, Mrs. Lori Luke, Dr. Evadna Lyons, Ms. Paula Russum,
Mrs. Christy Savell, Mrs. Martie Vaughn, Mrs. Melanie Pinter, Mrs. Alicia Lundstrom**

Upon successfully completing the Associate Degree Nursing program, graduates should meet the requirements of the State Board of Nursing to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). However, completion of the program does not guarantee that the graduate will be allowed by the State Board of Nursing to take the examination. The State Board of Nursing may refuse any individual the right to take the NCLEX-RN® based on previous criminal records.

PRE-REQUISITES:

BIO 2513-BIO 2511 Anatomy & Physiology I	4
BIO 2523-BIO 2521 Anatomy & Physiology II	<u>4</u>
	8

FRESHMAN YEAR**First Semester**

ENG 1113	English Composition I	3
EPY 2533	Human Growth & Development	3
NUR 1116	Nursing I	6
NUR 1103	Pharmacology in Nursing	3
NUR 2121	Nursing Seminar	0
	Fine Arts/Humanities Elective	3
	Total Hours	18

Second Semester

ENG 1123	English Composition II	3
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
NUR 1129	Nursing II	9
NUR 2121	Nursing Seminar	0
	Total Hours	16

SOPHOMORE YEAR**First Semester**

PSY 1513	General Psychology	3
NUR 2149	Nursing III	9
NUR 2121	Nursing Seminar	0
	Total Hours	12

Second Semester

SPT 1113	Public Speaking I*	3
SOC 2113	Introduction to Sociology*	3
NUR 2159	Nursing IV	10
NUR 2121	Nursing Seminar	1
NUR 2941	NCLEX Review	1
	Total Hours	18

* May be taken in any sequence.

Notes: Enrollment in NUR courses is limited to students who have been admitted to the ADN program and these courses must be taken in the sequence specified. All nursing courses must be completed within four years to graduate from the ADN program.

Progression/Graduation Requirements: Test average of 80 or above, grade of "C" or above on all nursing and required courses, mastery of selected nursing skills.

LPN BRIDGE PROGRAM FOR ASSOCIATE DEGREE NURSING (ADN)

**Advisors: Dr. Sherri Cantey, Mrs. Lisa Gorgas, Mrs. Lori Luke, Dr. Evadna Lyons, Ms. Paula Russum,
Mrs. Christy Savell, Mrs. Martie Vaughn, Mrs. Melanie Pinter, Mrs. Alicia Lundstrom**

Licensed Practical Nurses are eligible for advanced placement in the Associate Degree Nursing Program.

PREREQUISITE COURSES: ALL PREREQUISITE COURSES MUST BE COMPLETED WITH A MINIMUM GRADE OF C.

BIO 2513-BIO 2511 Anatomy & Physiology I.....4
 BIO 2523-BIO 2521 Anatomy & Physiology II....4
 ENG 1113 English Composition I3
 EPY 2533 Human Growth and Development3

FIRST YEAR

Spring Semester

NUR 1148 Nursing Transition *8
 BIO 2923 Microbiology3
 BIO 2921 Microbiology Lab.....1
 ENG 1123 English Composition II3
 Total Hours18

* At the satisfactory completion of Nursing Transition, students are given 18 hours credit.

SECOND YEAR

Fall Semester

PSY 1513 General Psychology3
 Fine Arts Elective **3
 NUR 2149 Nursing III.....9
 NUR 2121 Nursing Seminar0
 Total Hours15

Spring Semester

SOC 2113 Introduction to Sociology3
 SPT 1113 Public Speaking I **3
 NUR 2159 Nursing IV10
 NUR 2121 Nursing-Seminar1
 NUR 2941 NCLEX-RN Review1
 Total Hours18

Progression/Graduation Requirements: Test average of 80 or above, grade of "C" or above on all nursing and required courses, mastery of selected nursing skills.

All information pertaining to the Associate Degree Nursing Program may be found in the East Central Community College catalog or by contacting NLNAC, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 or by telephone 404-975-5000.

** Maybe taken in any sequence.

EMERGENCY MEDICAL TECHNICIAN**Advisor: Staff**

Emergency Medical Technician is a one-semester instructional program that prepares individuals to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight, trained in airway management, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. Students who complete the program are eligible to take the National Registry of Emergency Medical Technicians Exam and become state certified. This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. (8 sch: 5-hr lecture, 4-hr lab, 3-hr clinical)

(135 clock hr – lecture and lab; 48 clock hr – clinical and field)

PRE-REQUISITES

Age of at least 18

High School Graduate or GED equivalent

Composite Score of 16 on ACT (after October 1989)

Physically Fit per Physical Examination by a Physician

8 sch EMS 1118

NOTE: Students must pass the final comprehensive exam in order to successfully complete the course.



Emergency Medical Technician

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC (EMP)

One Year Certificate Option

Advisor: Staff

The paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. The paramedic training program is a postsecondary program drawing its students from individuals already possessing a valid EMT national certification and having Anatomy and Physiology I & II with a grade of C or better. Students must obtain state EMT certification after admission into the program if not held previously. Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient.

PRE-REQUISITES

BIO 2513-BIO 2511	Anatomy & Physiology I	4 hours
BIO 2523-BIO 2521	Anatomy & Physiology II	4 hours
EMS 1118	Emergency Medical Technician	<u>8 hours</u>
Total		16 hours

Fall Semester

EMS 1122	Introduction to EMS Systems.....	2
EMS 1314	Airway Mngmt., Resp., & Oxygen.....	4
EMS 1414	Patient Assessment.....	4
EMS 1513	EMS Practicum I.....	3
EMS 1614	Pharmacology.....	4

 17 sch

Spring Semester

EMS 1825	Cardiology.....	5
EMS 2714	Trauma.....	4
EMS 1525	EMS Practicum II.....	5
EMS 2855	Medical.....	5

 19 sch

Summer Semester

EMS 2414	Maternal & Child Emergencies.....	4
EMS 2565	EMS Practicum III.....	5
EMS 2912	EMS Operations.....	2
EMS 1422	EMS Special Patient Populations.....	2
EMS 2923	Professional Development Seminar.....	3

 16 sch

EAST CENTRAL COMMUNITY COLLEGE
EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC
(EMP)

Associate of Applied Science Degree
Advisor: Staff

The paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. The paramedic training program is a postsecondary program drawing its students from individuals already possessing a valid EMT national certification and having Anatomy and Physiology I & II with a grade of C or better. Students must obtain state EMT certification after admission into the program if not held previously. Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient.

PRE-REQUISITES

BIO 2513-BIO 2511	Anatomy & Physiology I	4 hours
BIO 2523-BIO 2521	Anatomy & Physiology II	4 hours
EMS 1118	Emergency Medical Technician	8 hours
Total		16 hours

Fall Semester	
EMS 1122	Introduction to EMS Systems.....2
EMS 1314	Airway Mngmt., Resp., & Oxygen....4
EMS 1414	Patient Assessment.....4
EMS 1513	EMS Practicum I.....3
EMS 1614	Pharmacology.....4
<hr/>	
17 sch	

Summer Semester	
EMS 2414	Maternal & Child Emergencies.....4
EMS 2565	EMS Practicum III.....5
EMS 2912	EMS Operations.....2
EMS 1422	EMS Special Patient Populations.....2
EMS 2923	Professional Development Seminar...3
<hr/>	
16 sch	

Spring Semester	
EMS 1825	Cardiology.....5
EMS 2714	Trauma.....4
EMS 1525	EMS Practicum II.....5
EMS 2855	Medical.....5
<hr/>	
19 sch	

Fall Semester	
SPT 1113	Public Speaking I.....3
Soc./Behavioral Science Elective.....3	
Fine Arts Elective.....3	
ENG 1113	English Comp I.....3
<hr/>	
12 sch	

PRACTICAL NURSING (PNT)

Advisors: Mrs. Theresa Cole, Mrs. Violet Lambert, Ms. Christy Wilson

The Practical Nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the substantial skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist. Students that complete the program requirements, as identified by the Mississippi Department of Education, will be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). The State Board of Nursing may refuse any individual the right to take the NCLEX-PN® based on previous criminal records.

AUGUST START

Semester I - Fall

PNV 1213 Body Structure & Function	3
PNV 1443 Nursing Fundamentals and Clinical.....	13

Semester II - Spring

PNV 1682 Adult Health Nursing Concepts and Clinical.....	12
PNV 1524 IV Therapy & Pharmacology.....	4

Semester III - Summer

PNV 1728 Specialty Areas in Nursing.....	8
PNV 1914 Nursing Transition.....	4

* Students who lack entry level skills in math, English, science, etc. will be provided related studies.

Program Total Clock Hours = 980



Practical Nursing

EAST CENTRAL COMMUNITY COLLEGE

SURGICAL TECHNOLOGY (SGT)

Advisors: Mrs. LeAnn Shirley, Mrs. Kristie Pilgrim

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team. Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the Association of Surgical Technologies for the National Certifying Examination and become a Certified Surgical Technologist.

****Baseline competencies for Surgical Technology**

FIRST YEAR (CE1)

First Semester -Spring

SUT 1111 CST Prep I	1
SUT 1113 Fundamentals of Surgical Technology..	3
SUT 1216 Principles of Surgical Technique	6
SUT 1314 Surgical Anatomy	4
SUT 1413 Surgical Microbiology	3
ENG 1113 English Composition I.....	3
Total Hours	20

Second Semester - Summer (8 weeks)

SUT 1121 CST Prep II	1
SUT 1518 Basic Related Surgical Procedures	8
Total Hours	9

Third Semester – Fall

SUT 1131 CST Prep III.....	1
SUT 1528 Specialized Surgical Procedures	8
SUT 1538 Advanced Surgical Procedures.....	8
Total Hours	17

SECOND YEAR (TECHNICAL)

First Semester

SPT 1113 Public Speaking.....	3
BIO 2923 Microbiology	3
BIO 2921 Microbiology Lab.....	1
BIO 2513 Anatomy & Physiology I.....	3
BIO 2511 Anatomy & Physiology I Lab	1
BOT 1613 Medical Office Terminology I.....	3
Total Hours	14

Second Semester

BIO 2523 Anatomy & Physiology II	3
BIO 2521 Anatomy & Physiology II Lab	1
BOT 1623 Medical Office Terminology II.....	3
Humanities or Fine Arts Elective.....	3
College Algebra or Lab Science.....	3-4
Social or Behavioral Science Elective	3
Total Hours.....	16/17

* Students who lack entry level skills in math, English, science, etc. will be provided related studies.

Test average of “80” or above, grade of “C” or above on all Surgical Technology courses and required courses, mastery of selected Surgical Technology skills.

TECHNICAL PROGRAMS

(General Education Core)

Technical programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two-year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the one year or two year options will receive certificates.

TECHNICAL CORE CURRICULUM

(General Education)

To complete the requirements for the A.A.S. degree, the students must complete the 18 semester hour General Education Core Curriculum which includes the following:

English Composition.....	3 sem. hrs.
Humanities/Fine Arts	3 sem. hrs.
Social/Behavioral Sciences	3 sem. hrs.
College Algebra or Lab Science	3-4 sem. hrs.
Oral Communication	3 sem. hrs.
	<hr/>
	15-16 sem. hrs.



Automotive Technology

AUTOMOTIVE TECHNOLOGY (AUT)

Advisor: Mr. Greg Holekamp

Postsecondary Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunction of all 8 areas of ASE/NATEF certification (engine repair, electrical and electronic systems, engine performance, brakes, steering and suspension systems, manual drive trains and axles, automatic transmissions and transaxles, heating and air conditioning.

Postsecondary Automotive Technology is an articulated technical program designed to provide advanced and technical skills to its students. Baseline competencies, taken from secondary automotive mechanics curriculum framework, serve as a foundation for the competencies and suggested objectives taught in the courses of the program. Students who do not possess these competencies will be allowed to acquire them during the program. Students who can document mastery of the baseline competencies will receive advanced instruction on these topics. Automotive Technology may be taught as either a certificate program or as a technical program.

FRESHMAN YEAR

First Semester

ATT 1811 Introduction, Safety & Employability Skills	1
ATT 1124 Basic Electrical/Electronic Systems.....	4
ATT 1213 Brakes.....	3
ATT 1314 Manual Drive Train/Transaxles.....	4
ENG 1113 English Comp. I	3
Total Hours.....	15

Second Semester

ATT 1715 Engine Repair.....	5
ATT 1424 Engine Performance I	4
ATT 1134 Advanced Electrical/Electronic System	4
College Algebra or Lab Science	3/4
Total Hours	16/17

SOPHOMORE YEAR

First Semester

ATT 2434 Engine Performance II.....	4
ATT 2614 Heating & Air Conditioning.....	4
ATT 2325 Automotive Transmission/Transaxles.....	5
Fine Arts/Humanities Elective	3
Total Hours	16

Second Semester

ATT 2444 Engine Performance III.....	4
ATT 2334 Steering & Suspension Systems	4
SPT 1113 Public Speaking I.....	3
Technical Electives.....	3
Social/Behavioral Electives.....	3
CTE 2001 CPAS PREP.....	1
Total Hours.....	18

* Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Automotive Mechanics program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

APPROVED ELECTIVES

CSC 1123 Computer Applications I
WBL 1913, 1923, 2913, 2923

CSC 1113 Computer Concepts

AUTOMOTIVE TECHNOLOGY CERTIFICATE OPTION (AUT- CE1)

FRESHMAN YEAR

First Semester

ATT 1811 Introduction, Safety, & Employability Skills	1
ATT 1124 Basic Electrical/Electronic Systems.....	4
ATT 1213 Brakes.....	3
ATT 1314 Manual Drive Train/Transaxles	4
ATT 2614 Heating & Air Conditioning	4
Total Hours.....	16

Second Semester

ATT 2334 Steering & Suspension Systems	4
ATT 1715 Engine Repair.....	5
ATT 1424 Engine Performance I	4
ATT 1134 Advanced Electrical/ Electronic System	4
CTE 2001CPAS Prep	1
Total Hours	18

BUSINESS AND OFFICE TECHNOLOGY

This is the era of high technology-the age of information processing. To maintain a competitive edge in this fast paced world, dynamic organizations sense a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as a more highly qualified personnel.

The overall objective of the Business and Office curriculum is to provide business training in theory and practical applications necessary for employment in high tech government agencies, industries, businesses, and medical and professional areas. The Curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

Degree Option

The Associate of Applied Science degree is awarded for successful completion of either Medical Office Technology, Office Systems Technology, Microcomputer Technology or Medical Billing and Coding Technology.

Upon successfully completing the Business and Office Technology curriculum, graduates should be able to apply the theory and practical applications necessary for employment in government agencies, industries, businesses, and medical and professional areas.

HEALTH-CARE DATA TECHNOLOGY (HDT)

Advisors: Mrs. Christy Ferguson, Ms. Judith Hurtt

Healthcare Data Technology is designed to prepare students for positions as medical transcriptionists, medical secretaries, medical file clerks, medical receptionists, medical billing clerk or medical office assistants. Strong emphasis is placed on medical terminology and coding. In addition to these skills, office communications, business computer applications, records management, accounting, and office procedures are emphasized.

FRESHMAN YEAR

First Semester

BOT 1313 Applied Business Math	3
BOT 1713 Mechanics of Communication.....	3
BOT 1113 Document Formatting & Production*	3
BOT 1613 Medical Office Terminology I	3
BOT 1413 Records Management	3
BOT 1133 Microcomputer Application or	
CSC 1123 Computer Applications I	3
Total Hours	18

Second Semester

BOT 1143 Word Processing.....	3
BOT 1433 Business Accounting or	
ACC 1213 Principles of Accounting	3
BOT 1623 Medical Office Terminology II.....	3
BOT 2813 Business Communication.....	3
BOT 1123 Keyboard Skillbuilding.....	3
BOT 2743 Medical Office Concepts.....	3
Total Hours	18

SOPHOMORE YEAR

First Semester

ENG 1113 English Composition I	3
BOT 2823 Communication Technology.....	3
BOT 2643 CPT Coding	3
BOT 2653 ICD Coding.....	3
BOT 2523 Medical Machine Transcription I	3
SPT 1113 Public Speaking I.....	3
Total Hours	18

Second Semester

BOT 2753 Medical Information Management.....	3
BOT 2833 Integrated Computer Apps.....	3
BOT 2413 Computerized Acct.	3
Social/Behavioral Science Elective.....	3
Humanities/Fine Arts Elective	3
College Algebra/Lab Science.....	3/4
CTE 2001CPAS Prep **	1
Total Hours	19/20

Students who lack entry-level skills in math, English, etc., will be provided related studies.

*Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

** Class required for student completing their degree.

EAST CENTRAL COMMUNITY COLLEGE

MICROCOMPUTER TECHNOLOGY (MCT)

Advisors: Mrs. Christy Ferguson, Ms. Judith Hurtt

The Microcomputer Technology program of study provides training in microcomputer operations in an office setting, including software configuration, troubleshooting, and systems operation.

FRESHMAN YEAR

First Semester

CSC/IST Elective.....	3
BOT 1313 Applied Business Math	3
BOT 1713 Mechanics of Communication.....	3
BOT 1113 Document Formatting & Production*	3
BOT 1133 Microcomputer Applications or	3
CSC 1123 Computer Applications I	3
BOT 1213 Personal and Professional Development	3
Total Hours	18

Second Semester

ENG 1113 English Composition I.....	3
BOT 1123 Keyboard Skillbuilding.....	3
BOT 1143 Word Processing.....	3
BOT 1433 Business Accounting or	
ACC 1213 Principles of Accounting I	3
BOT 1813 Electronic Spreadsheet.....	3
BOT 2813 Business Communication.....	3
Total Hours	18

SOPHOMORE YEAR

First Semester

BOT 2133 Desktop Publishing	3
BOT 2323 Database Management	3
BOT 2823 Communication Technology.....	3
Network Management Elective (CSC, IST)	3
SPT 1113 Public Speaking.....	3
Social/Behavioral Sciences Elective	3
Total Hours	18

Second Semester

BOT 2833 Integrated Computer Apps.....	3
BOT 2413 Computerized Accounting	3
Computer Related Elective (CSC, IST).....	3
College Algebra/Lab Science.....	3/4
Humanities/Fine Arts Elective	3
CTE 2001CPAS Prep **	1
Total Hours	16/17

Students who lack entry-level skills in math, English, etc., will be provided related studies.

* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 WPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

** Class required for student completing their degree.

APPROVED ELECTIVES/CAREER TECHNICAL

CSC 1113 COMPUTER CONCEPTS	3
CSC 1133 COMPUTER APPLICATIONS II	3
CSC 1213 VISUAL BASIC COMPUTER PROGRAMMING I	3
IST 1124 IT FOUNDATIONS4	
IST 1134 FUNDAMENTALS OF DATA COMMUNICATIONS	4
IST 1143 SECURITY PRINCIPLES AND POLICIES	3
IST 1154 WEB AND PROGRAMMING CONCEPTS	4
IST 1163 CONCEPTS OF DATABASE DESIGN.....	3
IST 1213 CLIENT INSTALLATION AND CONFIGURATION.....	3
WBL 1913, WBL 1923, WBL 2913, WBL 2923	

OFFICE SYSTEMS TECHNOLOGY (OST)

Advisors: Mrs. Christy Ferguson, Ms. Judith Hurtt

Office Systems Technology is designed to prepare students for positions as administrative assistants or executive secretaries. Emphasis is placed on the development of strong skills in several areas: business computer applications, office communications, accounting, transcription, and records management.

FRESHMAN YEAR

First Semester

BOT 1313 Applied Business Math.....	3
BOT 1713 Mechanics of Communication	3
BOT 1113 Document Formatting & Production*	3
BOT 1213 Personal and Professional Development	3
BOT 1413 Records Management	3
BOT 1133 Microcomputer Application or.....	3
CSC 1123 Computer Applications I	
Total Hours	18

Second Semester

BOT 2813 Business Communication.....	3
BOT 1123 Keyboard Skillbuilding.....	3
BOT 1143 Word Processing.....	3
BOT 1813 Electronic Spreadsheet.....	3
BOT 1433 Business Accounting or	
ACC 1213 Principles of Accounting I	3
ENG 1113 English Composition I.....	3
Total Hours	18

SOPHOMORE YEAR

First Semester

BOT 2133 Desktop Publishing	3
BOT 2323 Database Management	3
BOT 2823 Communication Technology.....	3
SPT 1113 Public Speaking I	3
Social/Behavioral Science Elective.....	3
College Algebra or Lab Science.....	3/4
Total Hours	18/19

Second Semester

BOT 1513 Machine Transcription	3
BOT 2723 Administrative Office Procedures or	
WBL 1913, 1923, 2913, 2923.....	3
BOT 2833 Integrated Computer Apps.....	3
BOT 2413 Computerized Accounting	3
Humanities/Fine Arts Elective	3
CTE 2001CPAS Prep **	1
Total Hours	16

Students who lack entry-level skills in math, English, etc., will be provided related studies.

* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 WPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

** Class required for student completing their degree.

APPROVED ELECTIVES/CAREER TECHNICAL

WBL 1913, WBL 1923, WBL 2913, WBL 2923

**CERTIFICATE OPTION
OFFICE ASSISTANT CERTIFICATE
(OST)**

Advisors: Mrs. Christy Ferguson, Ms. Judith Hurtt

The Business and Office Technology certificate option is designed for those students who wish employable skills without earning a degree. To earn a certificate, a student must complete the requirements of the Office Assistant curriculum.

FRESHMAN YEAR

First Semester

BOT 1313 Applied Business Math.....	3
BOT 1713 Mechanics of Communication.....	3
BOT 1113 Document Formatting & Production*	3
BOT 1413 Records Management	3
BOT 1213 Personal and Professional Development	3
BOT 1133 Microcomputer Application or	3
CSC 1123 Computer Applications I.....	3
Total Hours	18

Second Semester

BOT 2813 Business Communication.....	3
BOT 1123 Keyboard Skillbuilding.....	3
BOT 1143 Word Processing.....	3
BOT 1813 Electronic Spreadsheet.....	3
BOT 1433 Business Accounting or	3
ACC 1213 Principles of Accounting I	3
ENG 1113 English Composition I.....	3
CTE 2001CPAS Prep **	1
Total Hours	19

Students who lack entry level skills in math, English, etc., will be provided related studies.

* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

** Class required for student completing their degree.

APPROVED ELECTIVES/CAREER TECHNICAL

WBL 1913, WBL 1923, WBL 2913, WBL2923



Office Assistant

COLLISION REPAIR TECHNOLOGY (CRT)

Advisor: Luke Howell

Collision Repair Technology is an instructional program designed to prepare students for entry level into the collision repair and refinishing trade. Upon completion of this program, the students will be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic and structural repairs.

Students enrolling in Collision Repair Technology will need to select one of the following options upon entering the program. The options are the two-year Associate of Applied Science Degree in Collision Repair Technology, or the one or two year Collision Repair Technology Certificates.

ONE-YEAR CERTIFICATE (CRT-CE1)

First Semester

ABT 1213	Collision Welding and Cutting	3
ABT 1143	Structural Analysis and Damage Repair I	3
ABT 1223	Non-Structural Analysis and Damage Repair I...3	
ABT 1443	Mechanical and Electrical Components I	3
ABT 1314	Refinishing I.....	4
Total Hours		16 sch

Second Semester

ABT 1153	Structural Analysis and Damage Repair II.....	3
ABT 1233	Non-Structural Analysis and Damage Repair II.....	3
ABT 1453	Mechanical and Electrical Components II.....	3
ABT 1324	Refinishing II.....	4
CTE 1001	CPAS Prep	1
Total Hours		13 sch

*Students who lack entry-level skills in Math, English, science, and so forth will be provided related studies.

COLLISION REPAIR TECHNOLOGY (CRT-CE2)

FIRST YEAR

First Semester

ABT 1213	Collision Welding and Cutting	3
ABT 1143	Structural Analysis and Damage Repair I	3
ABT 1223	Non-Structural Analysis and Damage Repair I...3	
ABT 1443	Mechanical and Electrical Components I	3
ABT 1314	Refinishing I.....	4
Total Hours		16

Second Semester

ABT 1153	Structural Analysis and Damage Repair II.....	3
ABT 1233	Non-Structural Analysis and Damage Repair II.....	3
ABT 1453	Mechanical and Electrical Components II.....	3
ABT 1324	Refinishing II.....	4
CTE 1001	CPAS Prep	1
Total Hours		14

SECOND YEAR

First Semester

ABT 2163	Structural Analysis and Damage Repair III	3
ABT 2243	Non-Structural Analysis and Damage Repair III 3	
ABT 2333	Refinishing III	3
ABT 2713	Collision Analysis and Estimation.....	3
Total Hours		12

Second Semester

ABT 2173	Structural Analysis and Damage Repair IV	3
ABT 2253	Non-Structural Analysis and Damage Repair IV ...3	
ABT 2343	Refinishing IV	3
ABT 2813	Shop Operations and Procedures	3
Total Hours		12

*Students who lack entry-level skills in Math, English, science, and so forth will be provided related studies.

Students may take Work-Based Learning semesters 3 and 4.

WBL 1913, WBL 1923, WBL 2913, WBL2923

COLLISION REPAIR TECHNOLOGY

Associate of Applied Science Degree (CRT)

FIRST YEAR

First Semester

ABT 1213	Collision Welding and Cutting	3
ABT 1143	Structural Analysis and Damage Repair I	3
ABT 1223	Non-Structural Analysis and Damage Repair I	3
ABT 1443	Mechanical and Electrical Components I	3
ABT 1314	Refinishing I	4
ENG 1113	English Comp. 1	3
Total Hours		19 sch

Second Semester

ABT 1153	Structural Analysis and Damage Repair II	3
ABT 1233	Non-Structural Analysis and Damage Repair II	3
ABT 1453	Mechanical and Electrical Components II	3
ABT 1324	Refinishing II	4
CTE 1001	CPAS Prep	1
College Algebra or Lab Science		<u>3/4</u>
Total Hours		17/18 sch

SECOND YEAR

First Semester

ABT 2163	Structural Analysis and Damage Repair III	3
ABT 2243	Non-Structural Analysis and Damage Repair III	3
ABT 2333	Refinishing III	3
ABT 2713	Collision Analysis and Estimation	3
Social/Behavioral Science Elective		3
Total Hours		15 sch

Second Semester

ABT 2173	Structural Analysis and Damage Repair IV	3
ABT 2253	Non-Structural Analysis and Damage Repair IV	3
ABT 2343	Refinishing IV	3
ABT 2813	Shop Operations and Procedures	3
SPT 1113	Oral Communications	3
Humanities/Fine Arts Elective		3
CTE 2001	CPAS Prep	1
Total Hours		19 sch

*Students who lack entry-level skills in Math, English, science, and so forth will be provided related studies.

Students may take Work-Based Learning semesters 3 and 4

WBL 1913, WBL1923, WBL2913, WBL2923



Collision Repair Technology

COMPUTER NETWORKING TECHNOLOGY (CNT)

Advisors: Mr. Thomas Fortenberry

Computer Networking Technology is a two-year program which offers training in telecommunications, network administration, and client/ server systems. An Associate of Applied Science degree is earned upon successful completion of the Computer Networking Technology curriculum.

FRESHMAN YEAR

First Semester

ENG 1113 English Composition I	3
IST 1124 IT Foundations.....	4
IST 1134 Fundamentals of Data Communications	4
IST Network Operating Systems Elective*	4
IST 1154 Web & Programming Concept	4
IST Network Operating System Elective	4
Total Hours.....	19

Second Semester

MAT 1313 College Algebra	3
CPT 1323 Survey of Microcomputer OR	
CSC 1123 Computer Applications I.....	3
IST 1223 Network Components	3
IST 1143 Security Principles & Policies	3
IST Network Operating System Elective*	4
Total Hours	16

SOPHOMORE YEAR

First Semester

IST 1314 Visual Basic Programming OR	
CSC1213 Visual Basic Programming I	4
IST 1163 Concepts of Database Design	3
IST Network Operating System Elective*	4
IST 2213 Network Security	3
IST 2224 Network Planning & Design	4
CTE 2001 CPAS Prep	1
Total Hours.....	19

Second Semester

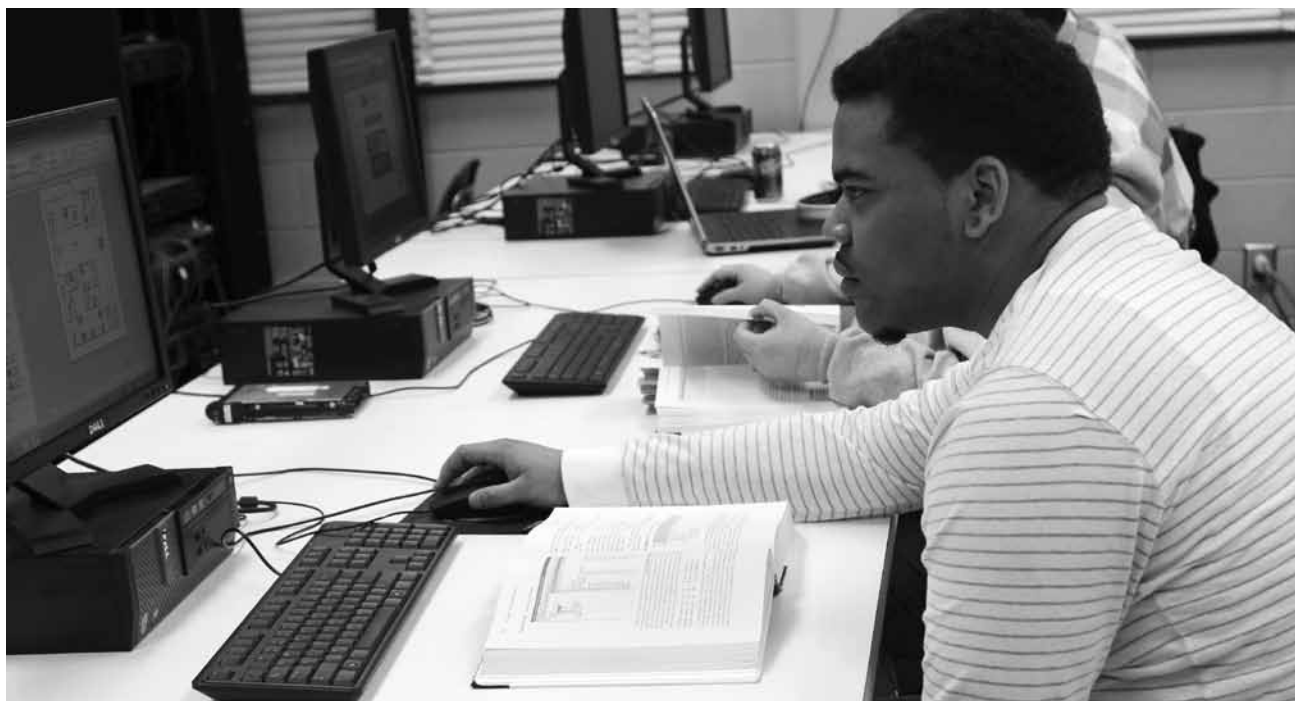
SPT 1113 Public Speaking I.....	3
Humanities/Fine Arts Elective.....	3
Social/Behavioral Science Elective	3
IST 2234 Network Implementation	4
IST Network Operating System Elective*	4
CTE 2001 CPAS Prep	1
Total Hours	18

APPROVED ELECTIVES/CAREER TECHNICAL

WBL 1913, WBL 1923, WBL 2913, WBL 2923

Keyboard Concepts will be required first semester for students who need to improve their keyboarding skills.

***Network Operating System Elective—IST 1213, IST 1234, IST 1244, IST 1254, IST 2244, IST 2254, IST 2264**



Computer Networking Technology

EAST CENTRAL COMMUNITY COLLEGE

COMPUTER PROGRAMMING TECHNOLOGY
(CPT)

Advisors: Mrs. Stella Dickerson, Mrs. Brenda Johnson

Upon successfully completing the Computer Programming option, students should be prepared for employment as a computer programmer and/or computer operator, web developer and network administrator in a business-oriented environment. Instruction will be provided in several different programming languages, and hands-on experience will be included on microcomputers as well as on an on-line business computer system. The Associate in Applied Science Degree is awarded for successful completion of the Computer Programming Option.

FRESHMAN YEAR

First Semester

IST 1314 Programming Elective.....	4
IST 1124 IT Foundations	4
IST 1134 Fundamentals of Data Comm.	4
IST 1163 Concepts of Database Design.....	3
IST 1154 Web & Programming Concepts ...	4
Total Hours	19

Second Semester

IST Programming Elective.....	4
ENG 1113 English Composition I	3
IST Programming Language Elective	4
CPT 1323 Survey of Microcomputer	3
IST 1143 Security Principles & Policies	3
Total Hours	17

SOPHOMORE YEAR

First Semester

IST Programming Language Elective	4
IST Programming Language Elective	4
CPT 2133 Career Development	3
MAT 1313 College Algebra	3
Social/Behavioral Science Elective	3
Total Hours	17

Second Semester

IST Programming Language Elective.....	4
IST Programming Language Elective.....	4
IST 2314 System Analysis Design	4
SPT 1113 Public Speaking I.....	3
Humanities/Fine Arts Elective.....	3
CTE 2001 CPAS Prep.....	1
Total Hours.....	19

APPROVED ELECTIVES/CAREER TECHNICAL

WBL 1913, WBL 1923, WBL 2913, WBL 2923

Keyboard Concepts will be required first semester for students who need to improve their keyboarding skills.

IST 1314 Visual BASIC Programming Language
 IST 1324 RPG Programming Language
 IST 1334 COBAL Programming Language
 IST 1514 SQL Programming
 IST 1714 Java Programming Language
 IST 2324 Script Programming Language
 IST 2334 Advanced Visual BASIC Language
 IST 2344 Database Programming & Design
 IST 2354 Advanced PRG Programming Language
 IST 2364 Advanced COBOL Programming Language
 IST 2374 C Programming Language

DRAFTING AND DESIGN TECHNOLOGY

The Drafting and Design program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of class work and practical experience is stressed.

The Drafting and Design Cluster allows students to obtain skills and knowledge related to several fields of the drafting and design industry. Options within the cluster include General Drafting, Land Surveying and Architectural Engineering Technology. Students through technical electives have the option to be introduced to GIS (Geographic Information Systems).

GENERAL DRAFTING**(DDT)**

Advisors: Mrs. Polly Mayes, Mr. Chris Ryals

This program prepares a person for careers in several areas of drafting including Machine Drafting while still introducing students to Architectural Design and Land Surveying. A minimum of 65 semester credit hours is required to receive the Associate Applied Science Degree in Drafting and Design with an emphasis in General Drafting.

FRESHMAN YEAR**First Semester**

DDT 1114 Fundamentals of Drafting.....	4
DDT 1413 Elementary Surveying.....	3
DDT 1313 Principles of CAD OR	
TDD 1313 Graphic Communication	3
ENG 1113 English Composition I.....	3
MAT 1313 College Algebra.....	3
Total Hours	16

Second Semester

DDT 1133 Machine Drafting I	3
DDT 1213 Construction Materials	3
DDT 1323 Intermediate CAD	3
SPT 1113 Public Speaking I.....	3
Restricted Elective*	3
Total Hours	15

SOPHOMORE YEAR**First Semester**

DDT 1613 Architectural Design I	3
DDT 2343 Advanced CAD	3
Social/Behavioral Science Elective.....	3
Fine Arts/Humanities Elective.....	3
Technical Electives	6
Total Hours	18

Second Semester

DDT 2233 Structural Drafting	3
Technical Electives.....	6
Restricted Electives*	3
CTE 2001 CPAS Prep	1
DDT 2423 Mapping & Topography.....	3
Total Hours.....	16

* Technical electives may be chosen from the following list:

DDT 1153 Descriptive Geometry	3
DDT 2163 Machine Drafting II	3
DDT 2243 Cost Estimating	3
DDT 2443 Advanced Surveying.....	3
DDT 2623 Arch. Design II	3
DDT 2433 Legal Principles of Surveying	3
GIT 2123 Fundamentals of GIS.....	3
DDT 2911-13 Special Project	1-3
WBL 1913, WBL 1923, WBL 2913, WBL 2923 ;Work-Based Learning.....	3

* Restricted Elective - Must be math, science or technology based course. Math 1323 Trigonometry is strongly suggested for one of the restricted electives.

ARCHITECTURAL ENGINEERING TECHNOLOGY/TECHNICIAN (AET)

Advisors: Mrs. Polly Mayes, Mr. Chris Ryals

This program prepares a person for careers in the architectural drafting field as an Architectural Drafter or Architectural Designer or CAD Technician. This option will emphasize the design of residential as well as commercial fields. The program is designed to prepare graduates for employment in architectural firms, design/build firms, engineering firms and manufacturing facilities.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science degree (AAS) in Drafting & Design Technology with an emphasis in Architectural Engineering Technology.

FRESHMAN YEAR

First Semester

DDT 1114	Fundamentals of Drafting	4
DDT 1313	Principles of CAD	3
Restricted Elective*	3
ENG 1113	English Composition I.....	3
MAT 1313	College Algebra.....	3
Total Hours.....		16

Second Semester

DDT 1323	Intermediate CAD	3
DDT 1213	Construction Materials	3
DDT 1413	Elementary Surveying	3
SPT 1113	Public Speaking I	3
Restricted Elective*	3
Total Hours		15

SOPHOMORE YEAR

First Semester

DDT 1613	Architectural Design I.....	3
DDT 2343	Advanced CAD.....	3
Technical Electives		6
Fine Arts/Humanities Elective		3
Social/Behavioral Science Elective.....		3
Total Hours		18

Second Semester

DDT 2233	Structural Drafting	3
DDT 2243	Cost Estimating.....	3
DDT 2423	Mapping & Topography.....	3
DDT 2623	Architectural Design II.....	3
Restricted Elective*		3
CTE 2001	CPAS Prep.....	1
Total Hours.....		16

Students who lack entry-level skills in math, English, etc., will be provided related studies.

* Technical electives may be chosen from the following list:

DDT 1153	Descriptive Geometry	3
DDT 1133	Machine Drafting I	3
DDT 2163	Machine Drafting II	3
DDT 2443	Advanced Surveying	3
DDT 2433	Legal Principles of Surveying	3
GIT 2123	Fundamentals of GIS	3
DDT 2911-13	Special Project	1-3

WBL 1913, WBL 1923, WBL 2913, WBL 2923; Work-Based Learning 3

*Restricted Elective – must be math, science or technology based course. Math 1323 Trigonometry is strongly suggested for one of the restricted electives.

LAND SURVEYING (LST)

Advisors: Mrs. Polly Mayes, Mr. Chris Ryals

This program prepares a person for careers in the land-surveying field such as a Professional Land Surveyor, CAD Technician, and Survey Technician. Emphasis is placed on the use of modern survey equipment, drafting software, and the fundamentals and principles of land surveying. Upon successful completion of the curriculum the graduate will earn an Associate of Applied Science Degree (AAS) and is eligible to pursue a Professional Land Surveyor License in the state of Mississippi. This program will also prepare a student for the Certified Survey Technician (CST) program sponsored by the National Society of Professional Land Surveyors (NSPS). A minimum of 64 semester credit hours is required to receive the Associate of Applied Science Degree in Drafting and Design with an emphasis in Land Surveying.

FRESHMAN YEAR

First Semester

DDT 1114 Fundamentals of Drafting.....	4
DDT 1313 Principles of CAD.....	3
CSC 1123 Computer Applications I.....	3
ENG 1113 English Composition I.....	3
MAT 1313 College Algebra	3
Total Hours.....	16

Second Semester

DDT 1323 Intermediate CAD	3
DDT 1413 Elementary Surveying	3
MAT 1323 Trigonometry	3
SPT 1113 Public Speaking I.....	3
ENG 1123 English Composition II	3
Total Hours	15

SOPHOMORE YEAR

First Semester

PHY 2413 General Physics I.....	3
PHY 2411 General Physics I Lab.....	1
DDT 2443 Advanced Surveying.....	3
MAT 1613 Calculus I or	
MAT 2323 Statistics.....	3
Fine Arts/Humanities Elective	3
Approved Elective	3
Total Hours	16

Second Semester

PHY 2423 General Physics II	3
PHY 2421 General Physics II Lab.....	3
DDT 2433 Legal Principles of Surveying.....	3
DDT 2423 Mapping & Topography.....	3
Social/Behavioral Science Elective.....	3
Approved Elective	3
CTE 2001 CPAS Prep	1
Total Hours	19

Students who lack entry-level skills in math, English, etc. will be provided related studies.



Land Surveying

EAST CENTRAL COMMUNITY COLLEGE

EARLY CHILDHOOD EDUCATION (ECE)

Advisors: Ms. Sheri Anders and Ms. Debra Payton

The student enrolled in Early Childhood Education Technology is required to successfully complete two academic years of study. The individual will receive an Associate in Applied Science Degree. The student receives adequate instruction and preparation for a professional career in the area of Early Childhood Education.

Experiences in planning and coordination of developmentally appropriate activities in all content areas including but not limited to: creative arts, math, science, language arts, and other avenues of learning prepare the student for job placements in private and public day care centers, HeadStart, teachers' aides in public school systems, and other early childhood related positions. All students enrolled in the program must have up-to-date immunizations and submit to finger printing and a background check.

Upon successfully completing the Early Childhood Education Technology program, graduates should be able to gain entry to administrative level employment in the childcare industry.

FRESHMAN YEAR

First Semester

CDT 1113 Early Childhood Profession	3
CDT 1214 Child Development I	4
CDT 1314 Creative Arts for Young Children	4
CDT 1343 Child Health & Safety	3
ENG 1113 English Composition I	3
Total Hours	17

Second Semester

CDT 1713 Language & Literacy	3
CDT 1224 Child Development II	4
CDT 2714 Social Studies, Math & Science for Young Children	4
CSC 1113 Computer Concepts or	3
CSC 1123 Computer Applications I	
CTE 1001 CPAS Prep	1
Fine Arts/Humanities Elective	3
Total Hours	18

SOPHOMORE YEAR

First Semester

CDT 2233 Guiding Social & Emotional Behavior..3	
CDT 2613 Methods & Materials	3
CDT 1513 Nutrition for Young Children	3
CDT 2915 Student Teaching I	5
College Algebra or Lab Science	3/4
Total Hours	17/18

Second Semester

CDT 2813 Administration of Programs for Young Children	3
CDT 2413 Atypical Child Development	3
CDT 2925 Student Teaching II	5
SPT 1113 Public Speaking I	3
Social/Behavioral Sciences Elective	3
CTE 2001 CPAS PREP	1
Total Hours	18

EARLY CHILDHOOD ED. TECHNICAL ELECTIVES:

HPR 1213 PERSONAL & COMMUNITY HEALTH	3
WORKBASED LEARNING	



Early Childhood Education

ELECTRICAL TECHNOLOGY (ELT)

Advisors: Mr. John Everett and Mr. Matthew Shelly

The Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and D.C. and A.C. motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Certificate programs in electricity require a minimum of 34 semester credit hours beyond the essential skills level. Students desiring to receive only a certificate may substitute other courses for the six hours of academic credit in the proposed curriculum. Technical programs require a minimum of 65 semester credit hours above the secondary level which includes a recommended 15 hours of academic core courses. Successful completion of the two-year program leads to an Associate in Applied Science degree.

****Baseline Competencies for Electrical Technology**

FRESHMAN YEAR

First Semester

ELT 1193 Fundamentals of Elect.	3
ELT 1144 AC & DC Circuits for Electrical Technology	4
ELT 1263 Blueprint reading/ Planning in Residential Installation	3
ELT 1113 Residential/Light Commercial Wiring	3
ELT 1213 Electrical Power	3
CSC Computer Related Elective.....	3
Total Hours	19

Second Semester

ELT 1123 Commercial & Ind. Wiring	3
ELT 1223 Motor Main. & Troubleshooting	3
ELT 1413 Motor Control Systems	3
ELT 1273 Switching Circuits for Residential, Comm., & Industrial App.	3
ELT 2914 Special Projects I.....	4
ELT 1253 Br. Circuit & Service Entrance Calculations.....	3
Total Hours	19

SOPHOMORE YEAR

First Semester

ELT 2613 Programmable Logic Controllers	3
ELT 2424 Solid State Motor Control	4
ELT 2934 Special Projects II.....	4
Humanities/Fine Arts. Elective	3
College Algebra/Lab Science.....	3/4
CTE 2001 CPAS Prep.....	1
Total Hours	18/19

****Baseline Competencies for Electrical Technology**

Second Semester

Technical Electives	3
SPT 1113 Public Speaking I.....	3
Social/Behavioral Science.....	3
ENG 1113 English Composition I.....	3
Total Hours	12

* Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Electrician program. Students who can document mastery of these competencies will not be required to take ELT 1193 Students who cannot demonstrate mastery will be required to take ELT 1193

TECHNICAL ELECTIVES MAYBE CHOSEN FROM THE FOLLOWING LIST:

ACT 1124 Basic Compression Refrigeration	4	DDT 1213 Construction Materials	3
ACT 1133 Tools and Piping	3	DDT 1313 Principles of CAD.....	3
ACT 1214 Controls	4	DDT 1413 Elementary Surveying	3
ACT 1313 Refrigeration System Components	3	DDT 2243 Cost Estimating.....	3
ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration....	3	ELT 1144 AC & DC Circuits for Electrical Technology	4
ACT 1813 Professional Services Procedures	3	ELT 1363 Industrial Hydraulics	3
ACT 2324 Commercial Refrigeration	4	MST 1115 Power Machinery I	5
ACT 2414 Air Conditioning I	4	MST 1313 Machine Tool Mathematics	3
ACT 2424 Air Conditioning II	4	MST 1413 Blueprint Reading.....	3
ACT 2513 Heating Systems	3	MST 1613 Precision Layout	3
ACT 2624 Heat Load and Air Properties	4	MST 2813 Metallurgy	3
DDT 1114 Fundamentals of Drafting	4	WBL 1913. 1923, 2913.....	3

ELECTRICAL TECHNOLOGY**(ELT)****Advisors: Mr. John Everett, Mr. Matthew Shelley****One Year Certificate****First Semester**

ELT 1193 Fundamentals of Elect.	3
ELT 1144 AC & DC Circuits for Electrical Technology	4
ELT 1263 Blueprint reading/ Planning in Residential Installation	3
ELT 1113 Residential/Light Commercial Wiring	3
ELT 1213 Electrical Power	3
Technical Elective.....	3-4
Total Hours	19-20

Second Semester

ELT 1123 Commercial & Ind. Wiring.....	3
ELT 1413 Motor Control Systems	3
ELT 1273 Switching Circuits for Residential, Comm., & Industrial App.	3
ELT 1253 Br. Circuit & Service Entrance Calculations	3
Technical Elective.....	3-4
Total Hours	15-16

* Students who lack entry level skills in math, English and science will be provided remediation with the Student Support Services instructors.

TECHNICAL ELECTIVES MAY BE CHOSEN FROM THE FOLLOWING LIST:

ACT 1124 Basic Compression Refrigeration	4
ACT 1133 Tools and Piping.....	3
ACT 1214 Controls.....	4
ACT 1313 Refrigeration System Components	3
ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration.....	3
ACT 1813 Professional Services Procedures	3
ACT 2324 Commercial Refrigeration	4
ACT 2414 Air Conditioning I	4
ACT 2424 Air Conditioning II	4
ACT 2513 Heating Systems	3
ACT 2624 Heat Load and Air Properties.....	4
DDT 1114 Fundamentals of Drafting	4
DDT 1213 Construction Materials	3
DDT 1313 Principles of CAD.....	3
DDT 1413 Elementary Surveying	3
DDT 2243 Cost Estimating.....	3
ELT 1144 AC &DC Circuits for Electrical Technology	4
ELT 1363 Industrial Hydraulics	3
MST 1115 Power Machinery I	5
MST 1313 Machine Tool Mathematics	3
MST 1413 Blueprint Reading.....	3
MST 1613 Precision Layout	3
MST 2813 Metallurgy	3
WBL 1913. 1923, 2913.....	3

HEATING AND AIR CONDITIONING TECHNOLOGY (HAC)

Advisor: Staff

Heating and Air Conditioning is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning Refrigeration Institute (ARI). Included are air-conditioning, heating and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

*SUGGESTED COURSE SEQUENCE

****Baseline Competencies for Heating and Air Conditioning Technology**

FRESHMAN YEAR

First Semester

ENG 1113 English Composition I	3
ACT 1124 Basic Compression	4
ACT 1713 Electricity for Heating, Ventilation, A/C & Refrig.	3
ACT 1133 Tools & Piping.....	3
Technical Elective.....	3
Total Hou.....	16

Second Semester

College Algebra or Lab Science.....	3/4
ACT 1313 Refrigeration System Components ..	3
ACT 1813 Professional Service Procedures	3
ACT 1214 Controls.....	4
Technical Elective.....	3
Total Hours	16/17

SOPHOMORE YEAR

First Semester

SPT 1113 Public Speaking I	3
Fine Arts/Humanities Elective	3
ACT 2414 Air Conditioning I	4
ACT 2513 Heating Systems	3
ACT 2624 Heat Load & Air Properties	4
Total Hours	17

Second Semester

Social/Behavioral Sciences Electives	3
Technical Elective.....	3
ACT 2424 Air Conditioning II.....	4
ACT 2324 Commercial Refrigeration	4
ACT 2433 Refrigerants, Retrofit, Regulation...	3
CTE 2001 CPAS PREP.....	1
Total Hours	18

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of these competencies should not receive duplicate

instruction. Students who cannot demonstrate mastery will be required to do so.

***TECHNICAL ELECTIVES:

ELT 1144 AC and DC Circuits for Electrical Technology	4
ELT 1193 Fundamentals of Electricity	3
ELT 1263 Blueprint Reading/Planning in Residential Installation	3
ELT 1113 Residential/Light Commercial Wiring	3
ELT 1123 Commercial & Ind. Wiring	3
ELT 1213 Electrical Power	3
ELT 1223 Motor Maintenance and Troubleshooting	3
ELT 1253 Br. Circuit & Service Entrance	3
ELT 1273 Switching Circuits for Residential, Comm., & Industrial App	3
ELT 1413 Motor Control Systems	3
ELT 2613 Programmable Logic Controllers	3
ELT 2424 Solid State Motor Control	4
ELT 2914 Special Project I	4
ELT 2934 Special Project II	4
CSC 1123 Microcomputer Concepts.....	3
CSC 1113 Computer Concepts	3
ACT 2911,- 2913 Special Project in Heating and Air.....	1-3
ACT 2921-2926 Supervised Work in Experience in Heating & Air	1-6
ATT 2614 Heating and Air Conditioning	4
DDT 1114 Fundamentals of Drafting	4
WBL 1913, 1923, 2913, 2923	

EAST CENTRAL COMMUNITY COLLEGE

HEATING AND AIR CONDITIONING TECHNOLOGY (HAC)

SUGGESTED COURSE SEQUENCE

* Baseline Competencies for Heating and Air Conditioning Technology**

TWO-YEAR VOCATIONAL CERTIFICATE

FRESHMAN YEAR

First Semester

ACT 1124 Basic Compression	4
ACT 1713 Electricity for Heating, Ventilation, A/C & Refrig.	3
ACT 1133 Tools & Piping	3
Technical Elective.....	3
Total Hours	13

Second Semester

ACT 1313 Refrigeration System Components..	3
ACT 1813 Professional Service Procedures	3
ACT 1214 Controls	4
Technical Elective.....	3
Total Hours	13

SOPHOMORE YEAR

First Semester

ACT 2414 Air Conditioning I	4
ACT 2513 Heating Systems	3
ACT 2624 Heat Load & Air Properties ..	4
Technical Elective.....	3
Total Hours	14

Second Semester

ACT 2424 Air Conditioning II.....	4
ACT 2324 Commercial Refrigeration	4
ACT 2433 Refrigerants, Retrofit, Regulation.	3
Technical Elective.....	3
CTE 2001 CPAS PREP.....	1
Total Hours	15

* Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***TECHNICAL ELECTIVES:

ELT 1144 AC and DC Circuits for Electrical Technology	4
ELT 1193 Fundamentals of Electricity	3
ELT 1263 Blueprint Reading/Planning in Residential Installation	3
ELT 1113 Residential/Light Commercial Wiring	3
ELT 1123 Commercial & Ind. Wiring.....	3
ELT 1213 Electrical Power	3
ELT 1223 Motor Maintenance and Troubleshooting	3
ELT 1253 Br. Circuit & Service Entrance	3
ELT 1273 Switching Circuits for Residential, Comm., & Industrial App	3
ELT 1413 Motor Control Systems	3
ELT 2613 Programmable Logic Controllers	3
ELT 2424 Solid State Motor Control.....	4
ELT 2914 Special Project I	4
ELT 2934 Special Project II	4
CSC 1123 Microcomputer Concepts.....	3
CSC 1113 Computer Concepts	3
ACT 2911,- 2913 Special Project in Heating and Air.....	1-3
ACT 2921-2926 Supervised Work in Experience in Heating & Air	1-6
ATT 2614 Heating and Air Conditioning	4
DDT 1114 Fundamentals of Drafting	4
WBL 1913, 1923, 2913, 2923	

HOTEL/RESTAURANT MANAGEMENT TECHNOLOGY (HRT)

Advisor: Ms. Lisa O'Neill

The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as manager/supervisors in the hospitality and tourism industry. Completion of the two-year program leads to an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester

HRT 1123	Introduction to Hospitality & Tourism Industry.....	3
HRT 1224	Restaurant & Catering Operations.....	4
HRT 1213	Sanitation & Safety	3
CUT 1114	Culinary Principles I.....	4
ENG 1113	English Composition I.....	3
Total Hours	17

Second Semester

HRT 2613	Hospitality Supervision.....	3
HRT 1413	Rooms Division Management	3
CSC 1123	Computer Applications I	3
	Fine Arts / Humanities Elective.....	3
	College Algebra or Lab Science.....	3/4
	Social /Behavioral Science.....	3
Total Hours	18/19

SOPHOMORE YEAR

First Semester

	Elective**	3
	Work Base Learning ***	3
	Elective**	3
BOT 1313	Applied Business Math	3
	Elective**	3
2001 CPAS	Prep (Dec. Graduate).....	1
Total Hours	16

Second Semester

	Work Base Learning ***	3
SPT 1113	Public Speaking	3
HRT 2233	Food & Beverage Control	3
HRT 2623	Hospitality Human Resource	3
	Elective**	3
2001 CPAS	Prep.....	1
Total Hours	16

All classes must be taken in sequence.

* Students who lack entry level skills in math, English, science, etc. will be provided related studies.

** ELECTIVES:

- BAD 2413 Legal Environment of Business
- Accounting Elective
- HRT 2423 Hospitality Security Management & Law (Spring semester only)
- HRT 2713 Marketing Hospitality Services (Fall semester only)
- CUT 2243 Dining Room Management (Spring semester only)
- CUT 2223 Menu Planning and Facilities Design (Fall Semester only)

***Work Base Learning may be taken either Fall or Spring, depending on Fall or Spring graduation.

CULINARY ARTS TECHNOLOGY (CUT)

Advisor: Mr. Barry Karrh

The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Culinary Arts students may receive a certificate after successfully completing all CUT and/or HRT courses listed in the Culinary Arts curriculum. Successful completion of the two-year program leads to an Associate of Applied Science Degree.

AAS DEGREE

FRESHMAN YEAR

First Semester

HRT 1123	Introduction to the Hospitality & Tourism Industry	3
HRT 1213	Sanitation and Safety	3
HRT 1224	Restaurant & Catering Operations ...	4
CUT 1114	Culinary Principles I.....	4
ENG 1113	English Composition I.....	3
Total Hours		17

Second Semester

CUT 1124	Culinary Principles II.....	4
CUT 1134	Principles of Baking.....	4
CUT 2314	American Regional Cuisine	4
CUT 1513	Garde Manger	3
HRT 2613	Hospitality Supervision	3
	College Algebra or Lab Science.....	3/4
Total Hours		18/19

SOPHOMORE YEAR

First Semester

CUT 1513	Garde Manger.....	3
CUT 2424	International Cuisine	4
CUT 2223	Meal Planning and Facilities Design	3
HRT 2713	Marketing Hospitality Services.....	3
CUT 2243	Dining Room Management	3
	Work-Based Learning I,II, III, IV, V, VI	3
CTE 2001	CPAS Prep (Dec. Graduate).....	1
Total Hours		20

Second Semester

HRT 2623	Hospitality Human Resource Management.....	3
	Humanities/Fine Arts Elective	3
SPT 1113	Public Speaking I.....	3
	Work-Based Learning I,II, III, IV, V, VI	3
	HRT Elective	3
	Social/Behavioral Science Elective.....	3
CTE 2001	CPAS Prep.....	1
Total Hours		19

ONE-YEAR CERTIFICATE

First Semester

HRT 1123	Intro to Hospitality and Tourism Industry	3
CUT 1114	Culinary Principles I	4
HRT 1213	Sanitation and Safety.....	3
HRT 1224	Restaurant and Catering Operations.....	4
CUT 2223	Menu Planning and Facilities Design	3
Total Hours		17

Second Semester

CUT 1124	Culinary Principles II.....	4
CUT 1134	Principles of Baking.....	4
HRT 2623	Hospitality Human Resource Management.....	3
HRT 2613	Hospitality Supervision.....	3
CUT 2314	American Regional Cuisine	4
CTE 2001	CPAS PREP.....	1
Total Hours		19

All classes must be taken in sequence.

* Students who lack entry level skills in math, English, science, etc. will be provided related studies.

**Electives: HRT 2233 Food and Beverage Control (Spring semester only)

***Work based learning may be taken either Fall or Spring, depending on Fall or Spring graduation.

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY (MST)**Advisor: Mr. Danny Gressett**

Precision Manufacturing and Machining Technology is an instructional program that prepares individuals to manufacture metal parts on machines such as lathes, grinders, drill presses, milling machines, and computer numerical control equipment. Included is instruction in making computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges; machining and heat-treating various metals; and laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

ONE-YEAR CERTIFICATE (MST)

First Semester		Second Semester	
MST 1115	Power Machinery I.....5	MST 1125	Power Machinery II.....5
MST 1413	Blueprint Reading.....3	MST 1423	Advance Blueprint Reading.....3
MST 1313	Machine Tool Mathematics.....3	MST 1613	Precision Layout.....3
DDT 1313	Principles of CAD.....3	MST 2813	Metallurgy.....3
Elective3	CTE 2001	CPAS PREP.....1
Total Hours17	Total Hours15

TWO-YEAR CERTIFICATE (MST)**FRESHMAN YEAR**

First Semester		Second Semester	
MST 1115	Power Machinery I.....5	MST 1125	Power Machinery II.....5
MST 1413	Blueprint Reading.....3	MST 1423	Advance Blueprint Reading.....3
MST 1313	Machine Tool Mathematics.....3	MST 1613	Precision Layout.....3
DDT 1313	Principles of CAD.....3	MAT 1233	Intermediate Algebra or higher.....3
Elective3	Total Hours14
Total Hours17		

SOPHOMORE YEAR

First Semester		Second Semester	
MST 2135	Power Machinery III.....5	MST 2144	Power Machinery IV.....4
MST 2714	Computer Numerical Control Operations I.....4	MST 2725	Computer Numerical Control Operations II.....5
Elective.....3		MST 2813	Metallurgy.....3
Elective.....3		Elective.....3	
Total Hours15	CTE 2001	CPAS PREP.....1
		Total Hours16

DEGREE OPTION (MST)**FRESHMAN YEAR**

First Semester		Second Semester	
MST 1115	Power Machinery I.....5	MST 1125	Power Machinery II.....5
MST 1413	Blueprint Reading.....3	MST 1423	Advance Blueprint Reading.....3
MST 1313	Machine Tool Mathematics.....3	MST 1613	Precision Layout.....3
ENG 1113	English Composition I.....3	College Algebra or Lab Science.....3/4	
Total Hours14	Fine Arts/Humanities Elective.....3	
		Total Hours17/18

SOPHOMORE YEAR

First Semester		Second Semester	
MST 2135	Power Machinery III.....5	MST 2144	Power Machinery IV.....4
MST 2714	Computer Numerical Control Operations I.....4	MST 2725	Computer Numerical Control Operations II.....5
DDT 1313	Principles of CAD.....3	MST 2813	Metallurgy.....3
SPT 1113	Public Speaking I.....3	CSC Elective.....3	
Total Hour15	Social /Behavioral Science Elective.....3	
		CTE 2001	CPAS PREP.....1
		Total Hours19

Technical Electives to be selected from the following:

BOT 1133 Microcomputer Applications
 CPT 1323 Survey of Microcomputer Applications
 CSC 1113 Computer Concepts
 CSC 1123 Computer Applications I
 DDT 1114 Fundamentals of Drafting
 DDT 1133 Machine Drafting I
 DDT 1323 Intermediate CAD
 DDT 1313 Principles of CAD
 WLV 1124 Gas Metal Arc Welding

Work-based Learning (WBL-1913, WBL-1923, WBL-2913, & WBL-2923)

Other electives to be selected from:

SOC 2113 Intro. to Sociology
 PSY 1513 General Psychology
 Humanities courses

CAREER PROGRAMS

The following East Central Community College Career Programs are designed to teach the students a trade. A certificate is issued upon satisfactory completion of one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each career and related fields, as well as laboratory experiences are given each student. A career learning lab is provided to enhance instruction in reading and mathematics.

RESIDENTIAL CARPENTRY (RCC)

Advisor: Staff

The Residential Carpentry program is designed to prepare the student for entry-level employment. It provides training in the basic and advanced skills needed to have a successful career in the field of residential carpentry. The training in this course is centered around technical knowledge and hands-on experience in all the stages of construction from foundations and framing to finish carpentry and cabinet making. A student who completes the first year will receive a certificates in Basic Residential Carpentry. A student who completes the second year will receive a certificate in Advanced Residential Carpentry.

RESIDENTIAL CARPENTRY ONE-YEAR CERTIFICATE

First Semester	Second Semester
CAV 1116 Foundations.....6	CAV 1245 Ceiling & Roof Framing.....5
CAV 1236 Floor & Wall Framing6	CAV 1413 Roofing.....3
CAV 1133 Blueprint Reading.....3	CAV 1513 Exterior Finishing.....3
CAV 1123 Forming Applications3	CAV 1316 Interior Finishing & Cabinet Making6
Total Hours18	Total Hours17

* Student who lack entry level skills in math, English, science, etc., will be provided related studies.

ADVANCED RESIDENTIAL CARPENTRY TWO-YEAR CERTIFICATE FRESHMAN YEAR

First Semester	Second Semester
CAV 1116 Foundations.....6	CAV 1245 Ceiling & Roof Framing5
CAV 1236 Floor & Wall Framing6	CAV 1413 Roofing.....3
CAV 1133 Blueprint Reading.....3	CAV 1513 Exterior Finishing.....3
CAV 1123 Forming Applications3	CAV 1316 Interior Finishing & Cabinet Making6
Total Hours18	Total Hours17

SOPHOMORE YEAR

First Semester	Second Semester
CAV 2113 Principles of Multi-Family & Light Comm. Const.3	CAV 2133 Advanced Cabinet Making3
CAV 2913 Special Problems in Residential Carpentry Tech.....3	CAV 2313 Advanced Interior Finishing.....3
DDT 1114 Fundamentals of Drafting4	DDT 1213 Construction Materials3
CPT 1323 Survey of Microcomputer Applications..3	DDT 2243 Cost Estimating.....3
Total Hours13	Total Hours12

*Student who lack entry level skills in math, English, science, etc., will be provided related studies.

Students wishing to enroll in the Advanced Residential Carpentry program **MUST meet all entrance requirements for admission in the technical program.

APPROVED ELECTIVES:

(or any other suitable computer science course approved by the instructor)
Work-based Learning (WBL-1913, WBL-1923, WBL-2913, & WBL-2923)

COSMETOLOGY (COS)

Advisor: Mrs. Wanda Brackeen, Mrs. Carla Jacome-Cluff

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State. A student enrolling must be at least 17 years of age and must have completed high school, or obtained the GED.

During the training period, students must maintain an average grade of 85 in theory and skill to be eligible for State Board Examination in order to attain a license. Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

FRESHMAN YEAR

First Term	
COV 1245	Cosmetology Sciences.....5
COV 1426	Hair Care I.....6
COV 1622	Skin Care I.....2
COV 1522	Nail Care I.....2
COV 1122	Cosmetology Orientation.....2
Total Hours	17

Second Term	
COV 1255	Cosmetology Sciences II.....5
COV 1436	Hair Care II.....6
COV 1632	Skin Care II.....2
COV 1532	Nail Care II.....2
COV 1722	Salon Business I.....2
Total Hours	17

SOPHOMORE YEAR

Third Term	
COV 1263	Cosmetology Sciences III.....3
COV 1443	Hair Care III.....3
COV 1642	Skin Care III.....2
COV 1542	Nail Care III.....2
COV 1732	Salon Business II.....2
Total Hours	12

1500 Clock Hours. 46 Semester hours

COSMETOLOGY TEACHER TRAINING (CTT)

Advisor: Mrs. Wanda Brackeen

Approved by MISSISSIPPI STATE BOARD OF COSMETOLOGY for Licensed Cosmetologist with minimum of two years experience.

COV 2816	Teacher Training I.....6
COV 2826	Teacher Training II.....6
COV 2836	Teacher Training III.....6
COV 2846	Teacher Training IV.....6

Requirements for entering program:

- Must be 21 years of age to take State Board Exam
- Read, write, and speak English
- Graduate of an accredited cosmetology school
- Successfully completed 12 semester hours of approved academic course work
- Hold a current, valid Mississippi Cosmetology License
- Two years active practical experience as a licensed cosmetologist

WELDING & CUTTING
(WLD)

Advisor: Mr. Gerald Jordan

The Welding and Cutting curriculum is designed to prepare the student for entry-level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, and Gas Tungsten Arc Welding (GTAW)

First Semester		Second Semester	
WLV 1116	Shielded Metal Arc Welding I6	WLV 1226	Shielded Metal Arc Welding II6
WLV 1314	Cutting Process4	WLV 1143	Flux Cored Arc Welding3
WLV 1124	Gas Metal Arc Welding4	WLV 1136	Gas Tungsten Arc Welding6
WLV 1232	Drawing & Welding Symbol Interpretation2	Total Hours15
WLV 1171	Welding Safety Inspection & Testing Principles1		
Total Hours17		

Technical Electives (WBL-1913, WBL-1923, WBL-2913, & WBL-2923)



Welding & Cutting

CHAPTER 6

DESCRIPTION OF COURSES**UNIVERSITY PARALLEL**

East Central Community College adheres to the common course number system adopted by the Mississippi Association of Community and Junior Colleges. The numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. Course descriptions used in this catalog are those adopted in the Uniform Numbering System and are intended to be equivalent to those courses at the same level at four-year institutions.

ACCOUNTING

ACC 1213 — PRINCIPLES OF ACCOUNTING I — A study of the financial accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems for service and merchandising businesses, assets, liabilities, and equity. Three lectures and one hour laboratory. Three semester hours credit.

ACC 1223 — PRINCIPLES OF ACCOUNTING II — A continuation of ACC 1213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: ACC 1213. Three lectures and one hour lab-oratory. Three semester hours credit.

AGRICULTURE

AGR 2314 — BASIC SOILS — A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Three hours lecture. Two hours lab. Four semester hours credit.

ART

ART 1113 — ART APPRECIATION — A course designed to provide an understanding and appreciation of the visual arts. Three semester hours credit.

ART 1313 — DRAWING I — Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Black and white media will be stressed. Three semester hours credit.

ART 1323 — DRAWING II — Continuation of rendering skills introduced in Drawing I with emphasis on color, composition and creative expression. Prerequisite: ART 1313 with grade of C or better. Three semester hours credit.

ART 1433 — DESIGN I — To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/methodology involving black and white design problems which apply principles and elements of visual design. Three semester hours credit.

ART 1443 — DESIGN II — To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Prerequisite: ART 1433. Three semester hours credit.

ART 1453 — THREE DIMENSIONAL DESIGN — To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Three semester credit hours.

ART 2513 — PAINTING I — Techniques used in painting media in a variety of subject matter. Prerequisite: ART 1313, 1323, 1433 & 1443. Three semester credit hours.

ART 2523 — PAINTING II — Advanced problems in painting media. Prerequisite: ART 1313, 1323, 1433, 1443 & 2513. Three semester credit hours.

ART 2713 — ART HISTORY I — A survey course of historical background of art forms from Prehistoric to the Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three semester hours credit.

ART 2723 — ART HISTORY II — A survey course of historical background of art forms from the Renaissance to present with special emphasis on contemporary expressions. Three semester hours credit.

BIOLOGY

BIO 1131 — GENERAL BIOLOGY I LAB — A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, Lecture. One semester hour credit.

BIO 1133 — GENERAL BIOLOGY I — A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Three semester hours credit.

BIO 1141 — GENERAL BIOLOGY II LAB — A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II, Lecture. One semester hour credit.

BIO 1143 — GENERAL BIOLOGY II — A lecture course for the science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Three semester hours credit.

BIO 1311 — BOTANY I, LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I, Lecture. One semester hour credit.

BIO 1313 — BOTANY I — A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Three semester hours credit.

BIO 1321 — BOTANY II, LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1323 Botany II, Lecture. One semester hour credit.

BIO 1323 — BOTANY II — A lecture course that emphasizes classification and identification of plants. Prerequisite: BIO 1313/1311. Three semester hours credit.

BIO 1613 — NUTRITION — A lecture course covering the nutrients required for normal growth and prevention of major chronic disease, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption and their applications for healthcare providers. Three semester hours credit.

BIO 2311 — DENDROLOGY LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2313 Dendrology, Lecture. One semester hour credit.

BIO 2313 — DENDROLOGY — A lecture course concerning the taxonomy, morphology, ecology, and identification of woody plants. Three semester hours credit.

BIO 2411 — ZOOLOGY I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2413 Zoology I, Lecture. One semester hour credit.

BIO 2413 — ZOOLOGY I — A lecture course that includes in-depth studies of phylogeny and classification systems, protozoa and major invertebrate phyla. Three semester hours credit.

BIO 2421 — ZOOLOGY II LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2423 Zoology II, Lecture. One semester hour credit.

BIO 2423 — ZOOLOGY II — A lecture course that includes in-depth studies of vertebrate taxonomy and animal systems. Three semester hours credit.

BIO 2511 — ANATOMY AND PHYSIOLOGY I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I, Lecture. One semester hour credit.

BIO 2513 — ANATOMY AND PHYSIOLOGY I — A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Prerequisite: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Microbiology (BIO 2923 & 2921) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Three semester hours credit.

BIO 2521 — ANATOMY AND PHYSIOLOGY II LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture. One semester hour credit.

BIO 2523 — ANATOMY AND PHYSIOLOGY II — A lecture course that includes detailed studies of the anatomy and physiology of the human endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems, as well as reproduction and development. Prerequisite: Human Anatomy BIO 2513 & 2511. Three semester hours credit.

BIO 2921 — MICROBIOLOGY LAB — A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. One semester hour credit.

BIO 2923 — MICROBIOLOGY — A lecture course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas. Prerequisite: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Anatomy and Physiology I (BIO 2513 & BIO 2511) or General Botany (BIO 1313 & BIO 1311) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Three semester hours credit.

BUSINESS ADMINISTRATION

BAD 1113 — INTRODUCTION TO BUSINESS — This course is designed to introduce students to the basic concepts of business. Students receive instruction regarding the current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three semester hours credit.

BAD 1121 — BUSINESS SEMINAR I — This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions, and includes student participation, guest speakers, and community service activities. One hour lecture. One semester hour credit.

BAD 2323 — BUSINESS STATISTICS — Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Topics include: central tendency and dispersion; probability; binomial, Poisson, and normal distributions; estimation and hypothesis testing. Prerequisite: MAT 1313 or MAT 1343 Pre-Calculus with grade of "C" or better. Three semester hours credit. Three lecture hours.

BAD 2413 — THE LEGAL ENVIRONMENT OF BUSINESS — An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. Three semester hours credit.

BAD 2513 — PRINCIPLES OF MANAGEMENT — This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three semester hours credit. Three lecture hours.

BAD 2613 — ENTREPRENEURSHIP — An applied business administration course designed to integrate the key principles of business, planning, marketing, staffing, financing, management, and information systems to the task of starting, operating, and expanding a small business. Three semester hours credit. Three lecture hours.

BAD 2713 — PRINCIPLES OF REAL ESTATE — The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transfer of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising. Three semester hours credit. Three lecture hours.

BUSINESS AND OFFICE ADMINISTRATION

BOA 1413 — KEYBOARDING — This course will develop your basic keyboarding skills which will enable you to operate a microcomputer to input and retrieve information. Three semester hours credit. Three lecture hours.

CHEMISTRY

CHE 1211 — GENERAL CHEMISTRY I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture. Co-requisite: CHE 1213 General Chemistry I. One semester hour credit.

CHE 1213 — GENERAL CHEMISTRY I — A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding, theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Co-requisite: CHE 1211 General Chemistry I Lab and MAT 1313 College Algebra or MAT 1343 Pre-calculus. Three semester hours credit.

CHE 1221 — GENERAL CHEMISTRY II LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Co-requisite: CHE 1223 General Chemistry II. One semester hour credit.

CHE 1223 — GENERAL CHEMISTRY II — A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Prerequisite: satisfactory completion of CHE 1213 & 1211 - General Chemistry I. Co-requisite: CHE 1221 General Chemistry II Lab. Three semester hours credit.

CHE 2421 — ORGANIC CHEMISTRY I LAB — A laboratory course that acquaints students with important manipulations, and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture. Co-requisite: CHE 2423 Organic Chemistry I. One semester hour credit.

CHE 2423 — ORGANIC CHEMISTRY I — A lecture course that covers carbon chemistry, bonding structure, and behavior, aliphatic compounds, stereochemistry, reaction mechanisms spectroscopy. Prerequisite: CHE 1223 & 1221- General Chemistry II. Co-requisite: CHE 2421 Organic Chemistry I Lab. Three semester hours credit.

CHE 2431 — ORGANIC CHEMISTRY II LAB — A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Co-requisite: CHE 2433 Organic Chemistry II. One semester hour credit.

CHE 2433 — ORGANIC CHEMISTRY II — A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds, with emphasis on reactions, and their mechanisms, and nomenclature. Prerequisite: CHE 2423 & 2421 - Organic Chemistry I. Co-requisite: CHE 2431 Organic Chemistry II Lab. Three semester credit hours.

COMPUTER SCIENCE

CSC 1113 — COMPUTER CONCEPTS — A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture with open lab. Three semester hours credit.

CSC 1123 — COMPUTER APPLICATIONS I — This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture with open lab. Three semester hours credit.

CSC 1133 — COMPUTER APPLICATIONS II — This course is a continuation of CSC 1123 with concentration on advanced computer applications to include: Advanced Applications, OLE, Macros, and emerging technology. Three hours lecture with open lab. Three semester hours credit.

CSC 1213 — VISUAL BASIC COMPUTER PROGRAMMING I — This course is designed to introduce the writing of event-driven programs using the Visual BASIC computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Course has lecture and lab components. Three lecture hours. Three semester hours credit.

CSC 2134 — PROGRAMMING I with "C++" — An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including: I/O statements, arithmetic, logical, conditional, looping, methods/functions, and array processing. Prerequisite: previous programming experience or permissions of instructor. Three hour lecture and a required lab component. Four semester hours credit.

CSC 2144 — PROGRAMMING II with "C++" — Continued program and algorithm development and analysis; search/sort methods; abstract data types and object-oriented design; designing and debugging larger programs using C++ language. Prerequisite: 2134. Three hour lecture and a required lab component. Four semester hours credit.

CRIMINAL JUSTICE

CRJ 1313 — INTRODUCTION TO CRIMINAL JUSTICE — History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three hours lecture. Three semester hours credit.

CRJ 1323 — POLICE ADMINISTRATION AND ORGANIZATION — Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Written report required of agency. Three hours lecture. Three semester hours credit.

CRJ 1363 — INTRODUCTION TO CORRECTIONS — An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three hours lecture. Three semester hours credit.

CRJ 2513 — JUVENILE JUSTICE — The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours lecture. Three semester hours credit

ECONOMICS

ECO 2113 — PRINCIPLES OF MACROECONOMICS — The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. Three lecture hours. Three semester hours credit.

ECO 2123 — PRINCIPLES OF MICROECONOMICS — The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. Three lecture hours. Three semester hours credit.

ENGINEERING

EGR 2413 — ENGINEERING MECHANICS (STATICS) — A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Prerequisites: MAT 1623 and PHY 2513. Three hours lecture. Three semester hours credit.

EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY — A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial & cognitive development from conception into emerging adolescence. Three lecture hours. Three semester hours credit.

EPY 2523 — ADOLESCENT PSYCHOLOGY — A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Three semester hours credit.

EPY 2533 — HUMAN GROWTH AND DEVELOPMENT — A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development and implications for health professionals and others who work with people. Three lecture hours. Three semester hours credit.

ENGLISH

ENG 0113 — BEGINNING ENGLISH — ENG 0113 is designed to meet the needs of students whose skills in written communication require some standardization. Emphasis is on Basic English grammar through varied writing assignments with a review of mechanics, sentence patterns, and correct usage. Prerequisites: ACT English scores less than or equal to 11 or Compass Writing Score of less than or equal to 25. Three hours per week. Three semester hours credit. **This course does not satisfy degree or program requirements for graduation.**

ENG 0123 — INTERMEDIATE ENGLISH — ENG 0123 is designed to prepare students for English Composition. Concepts covered include paragraph and essay development with an emphasis on content and structure. Grammar skills related to the writing process are reviewed. Prerequisites: Completion of ENG 0113 with a grade of "C" or better, or an ACT English score of 12 or COMPASS Writing Score of 26 **and** ACT Reading Score of 15 or completion of REA 0113 or REA 0123 with a grade "C" or better or COMPASS Reading Score of 70. Three hours per week. Three semester hours credit. **This course does not satisfy degree or program requirements for graduation.**

ENG 1113 — ENGLISH COMPOSITION I — Stresses effective writing through the study of the elements of composition with emphasis on the essay. Prerequisite: Completion of ENG 0113 or ENG 0123 with a grade of “C” or better, or ACT English score of 15 or COMPASS Writing Score of 49 **and** Completion of REA 0113 or REA 0123 with a grade of “C” or better or ACT Reading Score of 15 or COMPASS Reading Score of 70. Three lecture hours. Three semester hours credit.

ENG 1123 — ENGLISH COMPOSITION II — ENG 1123 is a continuation of English 1113 with emphasis on research and composition. Readings, essays, and a research paper are required. Prerequisite: ENG 1113. Three lecture hours. Three semester hours credit.

ENG 1213 and 1223 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization and precise writing. Special attention given to critical reading, to written analysis, to using the library, and to documented research writing. Enrollment open to students with a 25 composite and an English score of 27 on the ACT. Six semester hours credit.

ENG 2133 — CREATIVE WRITING — ENG 2133 involves writing poetry, short fiction, creative non-fiction, and drama. Prerequisite: ENG 1113 or ACT English sub score of 25 or above. Three lecture hours.. Three semester hours credit.

ENG 2153 — TRADITIONAL GRAMMAR — ENG 2153, a course for serious writers and teachers of writing, focuses on the basic elements of English grammar. Beginning with parts of speech, it covers basic sentences patterns, pronouns, troublesome verbs, subject-verb agreement, spelling, diction, punctuation and mechanics: all of the aspects of traditional grammar that writers — including elementary teachers introducing language skills to children — may encounter. Three lecture hours. Three semester hours credit.

ENG 2223 — AMERICAN LITERATURE I — ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisites: ENG 1113, ENG 1123. Three lecture hours. Three semester hours credit.

ENG 2233 — AMERICAN LITERATURE II — ENG 2233 surveys representative prose and poetry of the United States from the Civil War to the present. Prerequisites: ENG 1113, ENG 1123. Three lecture hours. Three semester hours credit.

ENG 2323 — BRITISH LITERATURE I — ENG 2323 surveys British Literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Prerequisites: ENG 1113, ENG 1123. Three lecture hours. Three semester hours credit.

ENG 2333 — BRITISH LITERATURE II — ENG 2333 surveys British Literature from the Romantic Period through the Twentieth Century. Prerequisites: ENG 1113, ENG 1123. Three lecture hours. Three semester hours credit.

ENG 2353 — HONORS BRITISH LITERATURE I — ENG 2353 is designed for students who have a special interest in English Literature and who have at least a “B” average in ENG 1113 and ENG 1123. A study of English Literature from its beginnings until 1798. An individualized course with attempts to program the study of literature to the student’s major interests and skills. Enrollment by invitation. Prerequisites: ENG 1113, ENG 1123. Three lecture hours. Three semester hours credit.

ENG 2363 — HONORS BRITISH LITERATURE II — ENG 2363 is designed for students who have a special interest in English Literature and who have at least a “B” average in ENG 1113 and ENG 1123. A study of English Literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student’s major interests and skills. Enrollment by invitation. Prerequisites: ENG 1113, ENG 1123. Three lecture hours. Three semester hours credit

ENG 2423 — WORLD LITERATURE I — ENG 2423 surveys literature from the ancient world through the Renaissance. Prerequisites: ENG 1113, ENG 1123. Three lecture hours. Three semester hours credit.

ENG 2433 — WORLD LITERATURE II — ENG 2433 surveys literature from the Neoclassical Period through the Twentieth Century. Prerequisites: ENG 1113, ENG 1123. Three lecture hours. Three semester hours credit.

GEOGRAPHY

GEO 1113 — WORLD GEOGRAPHY — A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture. Three semester hours credit.

GEO 1123 — PRINCIPLES OF GEOGRAPHY — A course which deals with the basic content of geography, planetary relationships of the earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements and the interrelationship of man's physical and cultural landscapes. Three semester hours credit.

GEOLOGY

GLY 1113 — PHYSICAL GEOLOGY — The course is designed to help students to more thoroughly understand the physical environment and forces that shape our Earth and affect our lives. It primarily covers the relationships of Earth processes and the resultant rocks, minerals, physical features, and natural resources on the Earth's surface and in its subsurface. Three lecture hours. Three semester hours credit.

HEALTH, PHYSICAL EDUCATION, AND RECREATION

HPR 0113 — FOUNDATION OF HEALTH — During this course, students will learn the fundamentals of personal health. Students will evaluate and assess their personal lifestyles; will develop a fitness program to enhance overall wellness; will review and discuss the fundamental health concerns associated with substance abuse; and will develop a nutritional food plan to enhance overall wellness.

HPR 1111 — GENERAL PHYSICAL EDUCATION ACTIVITIES I — This course is designed to give students a modern concept of physical education and recreation by developing body skills.

HPR 1121 — GENERAL PHYSICAL EDUCATION ACTIVITIES II — This course is designed to give students a modern concept of physical education and recreation by developing body skills.

HPR 1131 — VARSITY SPORTS I — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 1141 — VARSITY SPORTS II — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH I — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lecture hours. Three semester hours credit.

HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lecture hours. Three semester hours credit.

HPR 1551 — FITNESS AND CONDITIONING TRAINING I — Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours laboratory. One semester hour credit.

HPR 1561 — FITNESS AND CONDITIONING TRAINING II — Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours laboratory. One semester hour credit.

HPR 2111 — GENERAL PHYSICAL EDUCATION ACTIVITIES III — This course is designed to give students a modern concept of physical education and recreation by developing body skills.

HPR 2121 — GENERAL PHYSICAL EDUCATION ACTIVITIES IV— This course is designed to give students a modern concept of physical education and recreation by developing body skills.

HPR 2131 — VARSITY SPORTS III — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 2141 — VARSITY SPORTS IV — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 2213 — FIRST AID & CPR — Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three lecture hours. Three semester hours credit.

HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lecture hours. Three semester hours credit.

HPR 2423 — FOOTBALL THEORY — Theoretical study of football methods from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. Three lecture hours. Three semester hours credit.

HPR 2433 — BASKETBALL THEORY — Theoretical study of basketball methods from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. Three lecture hours. Three semester hours credit.

HPR 2443 — SOCCER THEORY — Explores the theories, practices, and strategies involved in coaching the game of soccer. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices pertaining to public school and intercollegiate soccer programs. Three lecture hours. Three semester hours credit.

HPR 2453 — BASEBALL THEORY — A theoretical study of baseball methods from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. Three lecture hours. Three semester hours credit.

HPR 2462 — COACHING MAJOR SPORTS I — A survey of the leading coaching methods in use for football and track. A discussion of strategy, conditioning, schedule making, and other coaching problems in football and track. Two lecture hours. Two semester hours credit.

HPR 2472 — COACHING MAJOR SPORTS II — A survey of the leading coaching methods in use for basketball and baseball. A discussion of strategy, conditioning, schedule making, and other coaching problems in basketball and baseball. Two lecture hours. Two semester hours credit

HPR 2493 — SOFTBALL THEORY — Philosophies and methods of coaching, leadership, teaching techniques, team or organization, softball strategies, preparation for games, and preparation and care of softball fields. Three lecture hours. Three semester hours credit.

HPR 2551 — FITNESS AND CONDITIONING TRAINING III — Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours laboratory. One semester hour credit.

HPR 2561 — FITNESS AND CONDITIONING TRAINING IV — Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours laboratory. One semester hour credit.

HPR 2723 — PREVENTION & CARE OF ATHLETIC INJURIES — Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three lecture hours. Three semester hours credit.

HISTORY

HIS 1113 — WESTERN CIVILIZATION I — A general survey of European history from ancient times to mid-seventeenth century. Recommended for freshman. Three semester hours credit.

HIS 1123 — WESTERN CIVILIZATION II — A general survey of European history since the seventeenth century. Three semester hours credit.

HIS 1163 — WORLD CIVILIZATION I — A general survey of World History from Ancient times to the 1500s. Three lecture hours. Three semester hours credit.

HIS 1173 — WORLD CIVILIZATION II — A general survey of World History from the 1500s to modern times. Three lecture hours. Three semester hours credit.

HIS 2213 — AMERICAN (U.S.) HISTORY I — This is a survey of American (US) History from pre-history through Reconstruction. Three lecture hours. Three semester hours credit.

HIS 2223 — AMERICAN (U.S.) HISTORY II — This course is a survey of U.S. History from Reconstruction to the present. Three lecture hours. Three semester hours credit.

HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required.

HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required. Three lecture hours. Three semester hours credit.

HOME ECONOMICS

FCS 1233 — PRINCIPLES OF NUTRITION — A lecture course covering the practical application of nutrients required for growth and optimal health emphasizing nutrient intake, and food selection. Three semester hours credit.

FCS 1253 — NUTRITION — A lecture course covering the nutrients for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation and absorption, and the applications for healthcare providers. Three lecture hours. Three semester hours credit.

HUMANITIES

HUM 1113 — HUMANITIES — This course examines fundamental questions about the human experience from a global perspective. Humanities I explores the political, economic, and social contexts out of which history's most memorable achievements emerged from the pre-historic to the modern era. Three semester hours of credit.

LEADERSHIP

LEA 1811 — LEADERSHIP AND ORGANIZATION SKILLS I — a Study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers. One semester hour credit.

LEA 1821 — LEADERSHIP AND ORGANIZATION SKILLS II — Continued study of LEA 1811, ice breakers; non-verbal communication; role of functions in groups; power; time management; stress management; role of constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. One semester hour credit.

LEA 2811 — LEADERSHIP AND ORGANIZATION SKILLS III — Continued study of LEA 1811, LEA 1821; participates fully in class; experiential roles chairing committees and events; lead decision making techniques; consensus, brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; and presentation of leadership topics.

LEA 2821 — LEADERSHIP AND ORGANIZATION SKILLS IV — A continuation of activities and events of LEA 1811, LEA 1821, and LEA 2821, emphasizing servant leadership.

LIBRARY SCIENCE

LIS 1121 — THE ELECTRONIC LIBRARY — This course provides information concerning the development of books and libraries and instruction in and practice with the skills necessary for selecting, locating, and using library materials in a variety of formats. Online library catalog searching, MAGNOLIA, MELO, e-books, evaluating websites, style manuals, print resource, library databases.

LEARNING AND LIFESKILLS

LLS 1151 — COLLEGE LIFE — College Life offers group experiences in study skills and career exploration. This course is designed to assist the first-time student in achieving academic success. One hour lecture. One semester hour credit.

LLS 1313 — FIRST YEAR EXPERIENCE — (The Warrior Path to Success) — The Warrior Path to Success is an online course designed to assist first year first-semester students with skills such as orientation to facilities/services; career exploration and lifelong learning; critical thinking; goal setting/ self-motivation/ personal responsibility; managing money/minimizing debt; self-awareness/health/wellness; and, study skills/learning styles/time management/test-taking skills. An effective mastery of these skills will enhance retention and persistence to graduation. Three lecture hours. Three semester hours credit.

LLS 1321 — CAREER EXPLORATION — This course is designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. One semester hour credit.

LLS 1411 — IMPROVEMENT OF STUDY — This course is designed to aid the student in study skills, promote student success in basic reading and note-taking techniques, critical thinking, time management, test-taking strategies, and listening and memory enhancement. One hour lecture. One semester hour credit.

LLS 1423 — COLLEGE STUDY SKILLS — An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college level courses, both graduate and undergraduate. Three semester hours credit.

MATHEMATICS

MAT 0113 — FUNDAMENTALS OF MATHEMATICS — A review of fundamental arithmetic skills. A study of the four basic operations with whole numbers, fractions, decimals, and percentages. Also covered are ratio and proportions, order of operations, and applications. Three lecture hours. Three semester hours credit. This course does not satisfy degree or program requirements for graduation.

MAT 0123 — BEGINNING ALGEBRA — A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Prerequisites: ACT Math score of less than or equal to 13 or COMPASS Pre-Algebra Score of less than or equal to 20 Three lecture hours. Three semester hours credit. **This course does not satisfy degree or program requirements for graduation.**

MAT 1233 — INTERMEDIATE ALGEBRA — The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Prerequisites: Completion of MAT 0123 with a grade of "C" or better or ACT Math Score of 14 or COMPASS Algebra Score of 16 or Compass Pre-Algebra Score of 21. Three lecture hours. Three semester hours credit.

- MAT 1313 — COLLEGE ALGEBRA** — This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisites: Completion MAT 1233 with a grade of "C" or better or ACT Math Score of 19 or COMPASS Algebra score of 36. Three lecture hours. Three semester hours credit.
- MAT 1323 — TRIGONOMETRY** — This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Pre/Co-requisite: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.
- MAT 1333 — FINITE MATHEMATICS** — An introduction to sets, functions, matrices, linear programming, and probability with applications in business decision making and behavioral sciences. Prerequisites: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.
- MAT 1343 — PRE-CALCULUS** — A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations' logarithmic and exponential functions; trigonometric functions; solving trigonometric equations. Prerequisites: ACT math sub score of 19 or above AND successful completion of Algebra I, Algebra II, and Trigonometry in high school. (Only for students whose majors include Calculus I.) Three lecture hours. Three semester hours credit.
- MAT 1513 — BUSINESS CALCULUS I** — A study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.
- MAT 1613 — CALCULUS I** — This course includes the following topics; limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Prerequisites: Successful completion of MAT 1313 AND MAT 1323 OR successful completion of MAT 1343. Three lecture hours. Three semester hours credit.
- MAT 1623 — CALCULUS II** — This course includes the following topics: the definite integral; differentiation and integration of transcendental functions; techniques of integration; application. Prerequisite: Grade of "C" or better in MAT 1613. Three lecture hours.. Three semester hours credit.
- MAT 1723 — THE REAL NUMBER SYSTEM** — Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.
- MAT 1733 — GEOMETRY, MEASUREMENT & PROBABILITY** — Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions; statistics and probability. Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.
- MAT 1743 — PROBLEM SOLVING WITH REAL NUMBERS** — Designed for elementary and special education majors, this course includes logic, applications of real numbers, probability, and statistics. Prerequisite: Grade of "C" or better in MAT 1723. Three lecture hours. Three semester hours credit.
- MAT 2113 — INTRODUCTION TO LINEAR ALGEBRA** — This course includes the following topics: systems of linear equations; matrices; Vector spaces; determinants; linear transformation; Eigenvalues and Eigenvectors. Prerequisite: MAT 1623 with a grade of "C" or better. Three lecture hours. Three semester hours credit.

MAT 2323 — STATISTICS — Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Prerequisite: MAT 1313 with a grade of "C" or better. Three lecture hours. Three semester hours credit.

MAT 2613 — CALCULUS III — This course includes the following topics; analytical geometry; parametric equations; polar coordinates; improper integrals; infinite series. Prerequisite: Grade of "C" or better in MAT 1623. Three lecture hours. Three semester hours credit.

MAT 2623 — CALCULUS IV — This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces and line integrals. Prerequisite: Grade of "C" or better in MAT 2613. Three lecture hours. Three semester hours credit.

MAT 2913 — DIFFERENTIAL EQUATIONS — This course includes the following topics: solution of first and higher order differential equations; existence theorems; Laplace transforms; applications. Prerequisite: Grade of "C" or better in MAT 2613. Three lecture hours. Three semester hours credit.

MODERN FOREIGN LANGUAGE

MFL 1213 — SPANISH I — MFL 1213, an oral-aural approach stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Prerequisite: None. Three semester hours credit.

MFL 1223 — SPANISH II — MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Prerequisite: MFL 1213 or one unit of high school Spanish. Three semester hours credit.

MFL 2213 — SPANISH III — MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Prerequisite: MFL 1223 or two units of high school Spanish. Three semester hours credit.

MFL 2223 — SPANISH IV — MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Prerequisite: MFL 2213. Three semester hours credit.

MFL 2243 — SPANISH CONVERSATION I — MFL 2243, Conversational Spanish I, is an advanced-level course designed to further develop language proficiency. Prerequisite: MFL 2223 or consent of the instructor. Three semester hours credit.

MFL 2513 — OCCUPATIONAL SPANISH — This course is designed to teach basic oral communication skills for interaction in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical and Business. Three semester hours credit.

MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

MUA 1141 — ELECTIVE BRASS I — Brass instruction for nonbrass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One credit hour.

MUA 1151 — ELECTIVE BRASS II — Brass instruction for nonbrass/music education majors and advanced non music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One credit hour.

- MUA 1172 — BRASS FOR MUSIC EDUCATION MAJORS I — Brass instruction for music education majors and advanced non music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two credit hours.
- MUA 1182 — BRASS FOR MUSIC EDUCATION MAJORS II — Brass instruction for music education majors and advanced non music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two credit hours.
- MUA 1241 — ELECTIVE GUITAR I — Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature.
- MUA 1251 — ELECTIVE GUITAR II — Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature.
- MUA 1272 — GUITAR FOR MUSIC EDUCATION MAJORS I — Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. One hour lesson per week. Two credit hours.
- MUA 1282 — GUITAR FOR MUSIC EDUCATION MAJORS II — Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. One hour lesson per week. Two credit hours.
- MUA 1331 — ELECTIVE ORGAN I — Individual organ instruction. One credit hour.
- MUA 1341 — ELECTIVE ORGAN II — Individual organ instruction. One credit hour.
- MUA 1362 — ORGAN FOR MUSIC EDUCATION MAJORS I — Individual organ instruction including technique and appropriate repertoire. Two credit hours.
- MUA 1372 — ORGAN FOR MUSIC EDUCATION MAJORS II — Individual organ instruction including technique and appropriate repertoire. Two credit hours.
- MUA 1411 — CLASS PERCUSSION I — Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing. One credit hour.
- MUA 1421 — CLASS PERCUSSION II — Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing. One credit hour.
- MUA 1441 — ELECTIVE PERCUSSION I — Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One credit hour.
- MUA 1451 — ELECTIVE PERCUSSION II — Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One credit hour.
- MUA 1472 — PERCUSSION FOR MUSIC EDUCATION MAJORS I — Percussion instruction for music majors and advanced non majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two credit hours.
- MUA 1482 — PERCUSSION FOR MUSIC EDUCATION MAJORS II — Percussion instruction for music majors and advanced non music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two credit hours.

- MUA 1511 — CLASS PIANO FOR MUSIC MAJORS I — Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to a university. One credit hour.
- MUA 1521 — CLASS PIANO FOR MUSIC MAJORS II — Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to a university. One credit hour.
- MUA 1541 — PIANO FOR NON MUSIC MAJORS I — Individual piano instruction for non-music majors. One credit hour.
- MUA 1551 — PIANO FOR NON MUSIC MAJORS II — Individual piano instruction for non-music majors. One credit hour.
- MUA 1572 — PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) I — Individual piano instruction including technique, appropriate repertoire, and memorization. Two credit hours.
- MUA 1582 — PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) II — Individual piano instruction including technique, appropriate repertoire, and memorization. Two credit hours.
- MUA 1711 — CLASS VOICE — Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One credit hour.
- MUA 1721 — CLASS VOICE II — Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One credit hour.
- MUA 1772 — VOICE FOR VOCAL MUSIC EDUCATION MAJORS I — Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Two credit hours
- MUA 1782 — VOICE FOR VOCAL MUSIC EDUCATION MAJORS II — Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Two credit hours
- MUA 1841 — ELECTIVE WOODWINDS I — Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One credit hour.
- MUA 1851 — ELECTIVE WOODWINDS II — Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One credit hour.
- MUA 1872 — WOODWINDS FOR MUSIC EDUCATION MAJORS I — Woodwind instruction for music education majors and advanced non music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two credit hours.
- MUA 1882 — WOODWINDS FOR MUSIC EDUCATION MAJORS II — Woodwind instruction for music education majors and advanced non music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two credit hours.
- MUA 2141 — ELECTIVE BRASS III — Brass instruction for nonbrass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One credit hour.
- MUA 2151 — ELECTIVE BRASS IV — Brass instruction for nonbrass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One credit hour.

- MUA 2172 — BRASS FOR MUSIC EDUCATION MAJORS III — Brass instruction for music education majors and advanced non music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two credit hours.
- MUA 2182 — BRASS FOR MUSIC EDUCATION MAJORS IV — Brass instruction for music education majors and advanced non music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two credit hours.
- MUA 2241 – ELECTIVE GUITAR III – Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature.
- MUA 2251 – ELECTIVE GUITAR IV - Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature.
- MUA 2272 — GUITAR FOR MUSIC EDUCATION MAJORS III — Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, repertoire, and performance of standard literature. One hour lesson per week. Two credit hours.
- MUA 2282 — GUITAR FOR MUSIC EDUCATION MAJORS IV — Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. One hour lesson per week. Two credit hours.
- MUA 2331 — ELECTIVE ORGAN III — Individual organ instruction. One credit hour.
- MUA 2341 — ELECTIVE ORGAN IV — Individual organ instruction. One credit hour.
- MUA 2362 — ORGAN FOR MUSIC EDUCATION MAJORS III — Individual organ instruction including technique and appropriate repertoire. Two credit hours.
- MUA 2372 — ORGAN FOR MUSIC EDUCATION MAJORS IV — Individual organ instruction including technique and appropriate repertoire. Two credit hours.
- MUA 2411 — CLASS PERCUSSION III — Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing. One credit hour.
- MUA 2421 — CLASS PERCUSSION IV — Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing. One credit hour.
- MUA 2441 — ELECTIVE PERCUSSION III — Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One credit hour.
- MUA 2451 — ELECTIVE PERCUSSION IV — Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One credit hour.
- MUA 2472 — PERCUSSION FOR MUSIC EDUCATION MAJORS III — Percussion instruction for music majors and advanced non music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two credit hours.

- MUA 2482 — PERCUSSION FOR MUSIC EDUCATION MAJORS IV — Percussion instruction for music majors and advanced non music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two credit hours.
- MUA 2511 — CLASS PIANO FOR MUSIC MAJORS III — Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to a university. One credit hour.
- MUA 2521 — CLASS PIANO FOR MUSIC MAJORS IV — Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to a university. One credit hour.
- MUA 2541 — PIANO FOR NON MUSIC MAJORS III — Individual piano instruction for non-music majors. One credit hour.
- MUA 2551 — PIANO FOR NON MUSIC MAJORS IV — Individual piano instruction for non-music majors. One credit hour.
- MUA 2572 — PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) III — Individual piano instruction including technique, appropriate repertoire, and memorization. Two credit hours.
- MUA 2582 — PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) IV — Individual piano instruction including technique, appropriate repertoire, and memorization. Two credit hours.
- MUA 2772 — VOICE FOR VOCAL MUSIC EDUCATION MAJORS III — Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Two credit hours
- MUA 2782 — VOICE FOR VOCAL MUSIC EDUCATION MAJORS IV — Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Two credit hours
- MUA 2841 — ELECTIVE WOODWINDS III — Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One credit hour.
- MUA 2851 — ELECTIVE WOODWINDS IV — Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One credit hour.
- MUA 2872 — WOODWINDS FOR MUSIC EDUCATION MAJORS III — Woodwind instruction for music education majors and advanced non music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two credit hours.
- MUA 2882 — WOODWINDS FOR MUSIC EDUCATION MAJORS IV — Woodwind instruction for music education majors and advanced non music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two credit hours.

MUSIC ORGANIZATIONS

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

- MUO 1111 — BAND I (Marching Band) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques. One credit hour.

- MUO 1121 — BAND II (Concert Band) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques. One credit hour.
- MUO 1141 — SMALL BAND GROUPS I (Collegians Fall) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles and auxiliary groups. One credit hour.
- MUO 1151 — SMALL BAND GROUPS II (Collegians Spring) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles and auxiliary groups. One credit hour.
- MUO 1171 — STAGE BAND I (Jazz Band) — A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. One credit hour.
- MUO 1181 — STAGE BAND II (Jazz Band) — A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. One credit hour.
- MUO 1211 — CHOIR I — A course for music majors and non-majors focused on performing choral music from a variety of style periods. One credit hour.
- MUO 1221 — CHOIR II — A course for music majors and non-majors focused on performing choral music from a variety of style periods. One credit hour.
- MUO 1241 — SMALL SINGING GROUPS I (Ac'cents) — A course for select singers focused on performing from one or more genres of music. One credit hour.
- MUO 1251 — SMALL SINGING GROUPS II (Ac'cents) — A course for select singers focused on performing from one or more genres of music. One credit hour.
- MUO 2111 — BAND III (Marching Band) — Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. One credit hour.
- MUO 2121 — BAND IV (Concert Band) — Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. One credit hour.
- MUO 2141 — SMALL BAND GROUPS III (Collegians Fall) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles and auxiliary groups. One credit hour.
- MUO 2151 — SMALL BAND GROUPS IV (Collegians Spring) — Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles and auxiliary groups. One credit hour.
- MUO 2171 — STAGE BAND III (Jazz Band) — A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. One credit hour.
- MUO 2181 — STAGE BAND IV (Jazz Band) — A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. One credit hour.
- MUO 2211 — CHOIR III — A course for music majors and non-majors focused on performing choral music from a variety of style periods. One credit hour.
- MUO 2221 — CHOIR IV — A course for music majors and non-majors focused on performing choral music from a variety of style periods. One credit hour.

MUO 2241 — SMALL SINGING GROUPS III (Ac'cents) — A course for select singers focused on performing from one or more genres of music. One credit hour.

MUO 2251 — SMALL SINGING GROUPS IV (Ac'cents) — A course for select singers focused on performing from one or more genres of music. One credit hour.

MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

MUS 1113 — MUSIC APPRECIATION — A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. Three lecture hours. Three semester hours credit.

MUS 1123 – MUSIC SURVEY (MAJORS) – Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.

MUS 1133 — FUNDAMENTALS OF MUSIC — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lecture hours. Three semester hours credit.

MUS 1214 — MUSIC THEORY I, LECTURE/LAB — Study of functional harmony through analysis part writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. Three lecture hours and two hours laboratory. Four semester hours credit.

MUS 1224 — MUSIC THEORY II, LECTURE/LAB — Continued study of functional harmony through analysis and part writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. Three lecture hours and two hours laboratory. Four semester hours credit.

MUS 1911 — RECITAL CLASS I — Required performance of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One credit hour.

MUS 1921 — RECITAL CLASS II — Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One credit hour.

MUS 2214 — MUSIC THEORY III, LECTURE/LAB — Continued study of functional harmony through analysis and part writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. Three lecture hours and two hours laboratory. Four semester hours credit.

MUS 2224 — MUSIC THEORY IV, LECTURE/LAB — Continued study of functional harmony through analysis and part writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. Three lectures hours and two hours laboratory. Four semester hours credit.

MUS 2513 — MUSIC FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and terminology. Three semester credit hours.

MUS 2911 — RECITAL CLASS III — Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One credit hour.

MUS 2921 — RECITAL CLASS IV — Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One credit hour.

BIBLE

PHI 1113 — OLD TESTAMENT SURVEY — The student will survey the Hebrew Bible (Old Testament) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. Three lecture hours. Three semester hours credit.

PHI 1133 — NEW TESTAMENT SURVEY — A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. Three lecture hours. Three semester hours credit.

PHI 1153 — JESUS AND THE GOSPELS — A study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three lecture hours. Three semester hours credit.

PHI 2113 — INTRODUCTION TO PHILOSOPHY I — An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three semester hours credit.

PHI 2143 — ETHICS — An introduction to moral philosophy with the investigation of some selected moral problems. Three lecture hours. Three semester hours credit.

PHI 2613 — WORLD RELIGIONS I — Examination of the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. Three lecture hours. Three semester hours credit.

PHYSICS

PHY 1111 — INTRODUCTION TO ASTRONOMY LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy, Lecture. Co-Requisite PHY 1113. One credit hour.

PHY 1113 — INTRODUCTION TO ASTRONOMY — A lecture course that includes surveys of the solar system, our galaxy and the universe. Three semester hours credit.

PHY 2241 — PHYSICAL SCIENCE SURVEY I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I, Lecture. One credit hour.

PHY 2243 — PHYSICAL SCIENCE SURVEY I — A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Three semester credit hours.

PHY 2251 — PHYSICAL SCIENCE SURVEY II LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II, Lecture. One credit hour.

PHY 2253 — PHYSICAL SCIENCE SURVEY II — A lecture course that includes studies of chemistry, geology, and meteorology. Three semester credit hours.

PHY 2411 — GENERAL PHYSICS I LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413 General Physics I, Lecture. One credit hour.

PHY 2413 — GENERAL PHYSICS I — A lecture course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Co-requisite: College Trigonometry (MAT 1323) or permission of instructor. Three semester credit hours.

PHY 2421 — GENERAL PHYSICS II LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2423 General Physics II, Lecture. One credit hour.

PHY 2423 — GENERAL PHYSICS II — A lecture course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Prerequisites: General Physics I (PHY 2413). Three semester credit hours.

PHY 2511 — GENERAL PHYSICS I-A LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2513 General Physics I-A, Lecture. One credit hour.

PHY 2513 — GENERAL PHYSICS I-A — A lecture course covering mechanics, heat, waves, and sound. This is a calculus based course primarily for students of engineering, science, or mathematics. Prerequisites: MAT 1623 or permission of instructor. Three semester credit hours.

PHY 2521 — GENERAL PHYSICS II-A LAB — A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2523 General Physics II-A, Lecture. One credit hour.

PHY 2523 — GENERAL PHYSICS II-A — A lecture course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, and mathematics. Pre-requisite PHY 2513. Three semester credit hours.

POLITICAL SCIENCE

PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects and basis of national government. Three lecture hours. Three semester credit hours.

PSC 1123 — AMERICAN STATE AND LOCAL GOVERNMENT — The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the state of Mississippi. Three lecture hours. Three semester credit hours.

PSYCHOLOGY

PSY 1513 — GENERAL PSYCHOLOGY — An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three lecture hours. Three semester credit hours.

PSY 2553 — PSYCHOLOGY OF PERSONAL ADJUSTMENT — A course to aid in developing an understanding of the causes and symptoms of emotional maladjustment. Emphasis is placed upon preparing the students to anticipate and deal with their own problems and to improve their understanding of the behavior of others. Prerequisite: PSY 1513. Three semester hours credit.

READING

REA 0113 — BEGINNING READING — A course designed to offer reading instruction to students demonstrating a need for proficiency in reading skills at the college level. Prerequisite: ACT Reading Score of less than or equal to 11 or COMPASS Reading Score of less than or equal to 48. Three semester credit hours. **This course does not satisfy degree or program requirements for graduation.**

REA 0123 — INTERMEDIATE READING — A continuation of REA 0113. Prerequisite: Completion of REA 0113 with a grade of "C" or better, or ACT Reading Score of 12 or COMPASS Reading Score of 49. Three semester credit hours. **This course does not satisfy degree or program requirements for graduation.**

SOCIOLOGY

SOC 2113 — INTRODUCTION TO SOCIOLOGY I — This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. Three lecture hours. Three semester credit hours.

SOC 2133 — SOCIAL PROBLEMS — A study of the nature, scope, and effects of major social problems of today and the theoretical preventive measures to alleviate them. Three lecture hours. Three semester credit hours.

SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lecture hours. Three semester credit hours.

SOC 2243 — CULTURAL ANTHROPOLOGY — This course examines Human adaption and cultural diversity. The student will explore techniques employed by the anthropologist. Three lecture hours. Three semester credit hours.

SPEECH AND THEATRE

SPT 0113 — BASIC SPEAKING — Focuses on basic communication skills, basic communication models, pronunciation and articulation, and dealing with stage fright. Will not substitute for the speech requirements in any curriculum. Prerequisite: ACT English Score of less than or equal to 14 or COMPASS Writing Score of less than or equal to 48. This course will not substitute for SPT 1113. **This course does not satisfy degree or program requirements for graduation.** Three lecture hours.

SPT 1113 — PUBLIC SPEAKING I — Study and practice in making speeches for a variety of public forums. Major emphasis is placed on speech preparation and delivery. Prerequisite: Completion of ENG 1113 with a grade of "D" or better or SPT 0113 with a grade of "C" or better, or ACT English Score 15 or COMPASS Writing Score of 49. Three lecture hours. Three hours credit.

SPT 2233 — THEATRE APPRECIATION — An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre (a fine arts elective). Three lecture hours. Three hours credit.

HEALTH-RELATED

ASSOCIATE DEGREE NURSING PROGRAM

NUR 1003 — NURSE EXTERNSHIP — This course is designed to enhance the clinical development of nursing students. Students are enrolled in the course of study and may participate as an employee. The externship experience provides the student the opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student has the opportunity to choose an area of clinical interest in nursing. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in conjunction with nursing faculty. Prerequisites: NUR 1116, 1103 and NUR 1129. The student will complete 320 clinical employment hours during the eight weeks of employment. Three semester credit hours.

NUR 1103 — PHARMACOLOGY — This course is designed to prepare students for medication administration. Major content areas include basic concepts of pharmacology, groups of therapeutic drugs, drug effects on body systems, human responses to drug therapy, systems of measurement for drugs and calculations for dosages and solutions. This course lays the theoretical foundation for medication administration by students in all nursing courses. Prerequisites BIO 2513, BIO 2511, BIO 2523, and BIO 2521. Co-requisite: NUR 1116. Three semester credit hours.

NUR 1116 — NURSING I — This course focuses on the nurses role in meeting the health needs of society using the nursing process as a problem solving approach. Emphasis is placed on the study and practice of the basic techniques of nursing care and the application of the scientific principles. Prerequisites BIO 2513, BIO 2511, BIO 2523, and BIO 2521. Co-requisite: NUR 1103. Four class hours and six clinical hours per week.

NUR 1129 — NURSING II — This course emphasizes critical thinking utilizing the nursing process to care for clients with chronic and acute medical surgical problems. Students are introduced to pathophysiology while planning and giving care to clients, with an emphasis on growth and development, nutrition, pharmacology and basic nursing skills. The clinical laboratory experiences are in a variety of settings. Prerequisites: ENG 1113, EPY 2533, NUR 1103 and NUR 1116. Six class hours per week, nine hours clinical per week. Nine semester hours credit.

NUR 1148 — NURSING TRANSITION — This course focuses on updating and reinforcing information and skills already learned in a practical nursing program. The course uses a fast track approach to assist the Licensed Practical Nurse to articulate into the second year of the associate of applied science degree in nursing. Only Licensed Practical Nurses with at least one year of clinical experience are eligible for the course. The practical experience, along with competencies from the *Mississippi Curriculum Framework for Practical Nursing* are substituted for the first course of nursing. Prerequisites: BIO 2513, BIO 2511, BIO 2523, BIO2521, ENG 1113, EPY 2533. The eight-hour course includes 7.5 hours of lecture per week and a total of 22.5 hours of clinical laboratory. At the successful completion of the course, the student will receive a total of 18 hours of credit.

NUR 2121 — NURSING SEMINAR — This course is designed to promote active participation in national, state, and local student nurse organizations and involvement in community activities. The course consists of monthly meetings where group discussions will be held concerning today's nursing trends. Goals and objectives set by the student nursing association will be carried out by the group. One semester hour credit for four semesters of participation.

NUR 2149 — NURSING III — This course utilizes the nursing process for the development of decision-making skills to care for clients with medical surgical problems and psychiatric issues. Clinical laboratory experiences include acute care and community settings. This course is offered in the fall semester of each year. Prerequisites: NUR 1129 or NUR 1148. Five hours theory per week, twelve hours clinical per week. Nine semester credit hours.

NUR 2159 — NURSING IV — This course focuses on skills to plan, coordinate, implement and evaluate nursing care to promote and/or maintain healthy outcomes for clients. Clinical laboratory experiences focus on care of acutely ill clients with complex needs. Areas of study include: management, emergency nursing, acute medical nursing, and obstetrics pediatric nursing. Prerequisites: NUR 2149. An average of six class hours per week, twelve clinical hours per week. Ten semester credit hours.

NUR 2941 — NCLEX REVIEW — A comprehensive, simulated review of the National Council Licensure Examination for Registered Nurses. The lab is intended to assist in the preparation of students for writing the NCLEX-RN® Exam. Co-requisite: NUR 2159. 0 hours lecture, three hours laboratory. One semester hour credit.

WBL1913, 1923, 2913, & 2923 — WORK-BASED LEARNING — The Work-Based Learning course is designed for students enrolled in vocational-technical programs and employed in parallel workplace environments for a minimum of 15 hours per week. Course content is based upon a model course curriculum, defined workplace requirements, and specific objectives addressing competent workplace performance. Three semester hours credit based upon the total quantity of 270 approved clock hours.

EMERGENCY MEDICAL TECHNICIAN

EMS 1118 — EMERGENCY MEDICAL TECHNICIAN — This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. Five hour lecture, four hours lab, and three hours clinical. Eight semester credit hours.

EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC

EMS 1122 — INTRODUCTION TO EMS SYSTEMS — This course introduces the student to the EMS systems, roles, and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, medical/legal issues, ethical issues, therapeutic communications, and life span development. This course was formerly taught as Fundamentals of Pre-hospital Care (EMT 1122). (One hour lecture, two hours lab. Two semester credit hours.)

EMS 1314 — AIRWAYS MANAGEMENT, RESPIRATION, AND OXYGENATION — This course will provide the student with the essential knowledge to attain an airway and manage the respiratory system using advanced techniques. This course was previously taught as Airway Management and Ventilation (EMT 1315) (One hour lecture, six hours lab. Four semester credit hours)

EMS 1414 — PATIENT ASSESSMENT — This course will teach comprehensive history taking and physical exam techniques. (One hour lecture, six hours lab. Four semester credit hours)

EMS 1422 — EMS SPECIAL PATIENT POPULATIONS — This course will provide a comprehensive overview of providing care for the patient with special needs. This course was previously taught as Special Considerations (EMT 1423). ((EMT 1122). (One hour lecture, two hours lab. Two semester credit hours.)

EMS 1513 — EMS PRACTICUM I — This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. This course was formerly taught as Clinical Internship I (EMT 1513). (Nine hours clinical and three semester credit hours)

EMS 1525 — EMS PRACTICUM II — This course will provide clinical and field training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved site. This course was previously taught as EMS Clinical Internship II and now incorporates EMS Field Internship I (EMT 2552). (Nine hours clinical, six hours field clinical and five semester credit hours)

EMS 1614 — PHARMACOLOGY — This course will teach comprehensive pharmacodynamics and pharmacokinetics. This course was formerly taught as Pre-hospital Pharmacology (EMT 1613). (Two hours lecture, four hours lab and four semester credit hours)

EMS 1825 — CARDIOLOGY — This class will teach a comprehensive approach to the care of patients with acute and complex cardiovascular compromise. This course was previously named Pre-hospital Cardiology (EMT 1825). (Two hours lecture, six hours lab and five semester credit hours)

EMS 2414 — MATERNAL/CHILD EMERGENCIE — This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in gynecological and obstetrical emergencies as well as pediatric emergencies. The course was previously divided into Pre-hospital OB/GYN (EMT 2412) and Pre-hospital Pediatrics (EMT 2423). (Three hours lecture, two hours lab and four semester credit hours)

EMS 2565 — EMS PRACTICUM III — This course will provide advanced clinical and field experiences in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the clinical and out-of-hospital field setting at approved sites with an approved preceptor. This course was previously called EMS Field Internship II (EMT 2564). (Fifteen hour clinical, five semester credit hours)

EMS 2714 — TRAUMA — This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. This course was previously called Pre-hospital Trauma (EMT 2714). (Two hours lecture, four hour lab and four semester credit hours)

EMS 2855 — MEDICAL — This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. This course was previously called Pre-hospital Medical Care (EMT 2855). (Two hour lecture, six hour lab and five semester credit hours)

EMS 2912 — EMS OPERATIONS — This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. (One hour lecture, two hour lab and two semester credit hour)

EMS 2923 — PROFESSIONAL DEVELOPMENT SEMINAR — This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. (Two hour lecture, two hour lab and three semester credit hour)

PRACTICAL NURSING

PNV 1213 — BODY STRUCTURE AND FUNCTION — This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Three hours lecture. Three semester hours credit.

PNV 1443 – FUNDAMENTALS AND CLINICAL – This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. Thirteen semester hours credit. Six hours lecture. Ten hours lab. Six hours clinical. (Total instructional hours for the course: 90 hrs. lecture, 150 hrs. lab, 90 hrs. clinical).

PNV 1524 — IV THERAPY AND PHARMACOLOGY — This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code. Prerequisites: All first semester Practical Nursing courses. Three hours lecture, two hours lab. Four semester hours credit.

PNV 1682 — ADULT HEALTH NURSING CONCEPTS AND CLINICAL — This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student of practical nurse. Sixteen semester hours credit. Eight hours lecture. Twelve hours clinical. (Total instructional hours for the course: 120 hrs. lecture, 180 hrs. clinical).

PNV 1728 — SPECIALTY AREAS IN NURSING — This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. Eight semester hours credit. 7.33 hours lecture. Two hours clinical. (Total instructional hours for the course: 110 hrs. lecture, 30 hrs. clinical).

PNV 1914 — NURSING TRANSITION — This course prepares the student for role transition and the National Council Licensure Examination (NCLEX-PN). Prerequisites: All first and second semester PNV courses. Three lecture hours. Three clinical hours. Four semester hours credit.

SURGICAL TECHNOLOGY

SUT 1111 — CST PREP I — First semester review and preparation for the certified surgical technology (CST) exam. This course also will provide instruction related to employment and employee responsibility to promote an effective transition from the role of the student to the role of the employee (One semester hour credit. One hour lecture.

SUT 1113 — FUNDAMENTALS OF SURGICAL TECHNOLOGY — Basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, pharmacology, anesthesia, and interpersonal relationships. Three hours lecture. Three semester hours credit.

- SUT 1121 — CST PREP II — Second semester review and preparation for the certified surgical technology (CST) exam. This course also will provide instruction related to employment and employee responsibility to promote an effective transition from the role of the student to the role of the employee. One semester credit hour. One hour lecture.
- SUT 1131 — CST PREP III — Third semester review and preparation for the certified surgical technology (CST) exam. This course also will provide instruction related to employment and employee responsibility to promote an effective transition from the role of the student to the role of the employee. One semester credit hour. One hour lecture.
- SUT 1216 — PRINCIPLES OF SURGICAL TECHNIQUE — A comprehensive study of aseptic technique, safe patient care, and surgical techniques. Two hours lecture. Eight hours lab. Six semester hours credit.
- SUT 1314 — SURGICAL ANATOMY — Emphasis is placed on structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Three hours lecture. Two hours lab. Four semester hours credit.
- SUT 1413 — SURGICAL MICROBIOLOGY — Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. Three hours lecture. Three semester hours credit.
- SUT 1518 — BASIC AND RELATED SURGICAL PROCEDURES — This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, urology, and diagnostic procedures. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413). Four hours lecture. Twelve hours clinical. Eight semester hours credit.
- SUT 1528 — SPECIALIZED SURGICAL PROCEDURES — This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413). Four hours lecture. Twelve hours clinical. Eight semester hours credit.
- SUT 1538 — ADVANCED SURGICAL PROCEDURES — Instruction in regional anatomy, pathology, instrumentation, employability skills, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. Prerequisites: Basic and Related Surgical Procedures (SUT 1518). Four hours lecture. Twelve hours clinical. Eight semester hours credit.

TECHNICAL COLLISION REPAIR TECHNOLOGY

- ABT 1143 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR I — A course to provide specialized skills and practices in welding and cutting procedures that are used in the collision repair industry. Includes: welding safety orientation, instruction in the use of gas metal arc welding (GMAW) equipment and plasma arc cutting (PAC) in repairing the high strength steels used in unibody construction. One hour lecture, four hours lab. Three semester hours credit.
- ABT 1153 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR II — This course is a continuation of Structural Analysis and Damage Repair I. This course provides for instruction and practice in the removal and re-installation of structural glass, major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment and attachment (welded or bonded). One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Structural Analysis and Damage Repair I (ABT-1143).

ABT 1213 — COLLISION WELDING AND CUTTING — A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two hours lecture. Two hours lab. Three semester hours credit.

ABT 1223 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I — A course in the procedures and practices for metal finishing and body filling. Includes: the repair of the sheet metal components of the vehicle body, practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. One hour lecture, four hours lab. Three semester hours credit.

ABT 1233 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II — This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices: in the removal and replacement of bolted parts, sub-units, and assemblies, methods of disassembly and reassembly, part adjustment, the removal and replacement of movable glass, the alignment of movable glass, and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed to eliminate water leaks and wind noise. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Non-Structural Analysis and Damage Repair I (ABT-1223).

ABT 1314 — REFINISHING I — A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, masking, priming and using basic spray applications. Instruction includes determining imperfections in paint films. Emphasis is placed on personal safety and environmental concerns. One hour lecture, six hours lab. Four semester hours credit.

ABT 1324 — REFINISHING II — A continuation of Refinishing I. Included are types of paint defects, paint gun applications, and maintenance procedures. Instruction includes refinish materials and their specific application procedures, preventing painting problems, and solving problems that do occur. One hour lecture, six hours lab. Four semester hours credit. **Prerequisite:** Refinishing I (ABT-1314)

ABT 1443 — MECHANICAL AND ELECTRICAL COMPONENTS I — A course designed to provide theory and practice in the areas of vehicle restraint systems, the fundamentals of electricity, cooling systems, and air conditioning/heating systems. Included are procedures for general shop safety, servicing active or passive restraint systems, air bags, and interior components, headliners, seats, and carpets. One hour lecture, four hours lab. Three semester hours credit

ABT 1453 — MECHANICAL AND ELECTRICAL COMPONENTS II — A course designed to provide theory and practice in the areas of brakes and electrical systems. Instruction includes basic brake and electrical system service and repair. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Mechanical and Electrical Components I (ABT-1443).

ABT 2163 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR III — This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in frame and unibody structural inspection, measurement, and repair. Instruction includes analysis of damaged: frames, structural members, suspension, and steering, and the set-up of alignment equipment. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Structural Analysis and Damage Repair II (ABT-1153).

ABT 2173 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV — This course is a continuation of Structural Analysis and Damage Repair III. This course continues the procedures and practices for frame and unibody inspection and repair. Emphasis is placed on the structural alignment of the rolled over vehicle, welding in unibody repair and the repairing, replacing, and sectioning of upper or lower vehicle structural members. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Structural Analysis and Damage Repair III (ABT-2163).

ABT 2243 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III — This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair replacement, and continues adjustment principles and practices. Provided also is the theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Non-Structural Analysis and Damage Repair II (ABT-1233.)

ABT 2253 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV — This course is a continuation of Non-Structural Analysis and Damage Repair III. Emphasis will continue to be placed on major panel replacement. Instruction will include an over view of working with aluminum and it's repair. One hour lecture four hours lab. Three semester hours credit. **Prerequisite:** Non-Structural Analysis and Damage Repair III (ABT-2243).

ABT 2333 — REFINISHING III — A continuation of Refinishing II with emphasis on advanced painting techniques including HVLP spray systems, plastic parts refinishing, color analysis, tinting and matching difficult colors, pin-striping, decals, lettering, color sanding, buffing, polishing and detailing. One hour lecture four hours lab. Three semester hours credit. **Prerequisite:** Refinishing II (ABT-1324).

ABT 2343 — REFINISHING IV — A continuation of Refinishing III, with emphasis on advanced techniques of painting; including, detailing. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Refinishing III (ABT-2333).

ABT 2713 — COLLISION ANALYSIS AND ESTIMATION — This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Structural Analysis And Damage Repair II (ABT 1153) and Non-Structural Analysis and Damage Repair II (ABT-1233) and Mechanical and Electrical Components II (ABT-1453).

ABT 2813 — SHOP OPERATIONS AND PROCEDURES — An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee - employer relations. Two hours lecture two hours lab. Three semester hours credit. **Prerequisite:** Mechanical and Electrical Components II (ABT-1453), and Structural Analysis and Damage Repair III (ABT-2163).

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

TECHNICAL ELECTIVE:

ABT 292(1-6) — WORK-BASED LEARNING IN COLLISION REPAIR TECHNOLOGY — This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours (3-18 hour extern ship: 1-6 semester hours credit) Prerequisite: Sophomore standing in Collision Repair Technology.

AUTOMOTIVE TECHNOLOGY

ATT 1124 — BASIC ELECTRICAL/ELECTRON SYSTEMS — This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1134 — ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS — This is a Course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two hours lecture Four hours lab. Four semester hours credit.

ATT 1213 — BRAKES — This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking system problems and the repair of brake systems. Two hours lecture. Two hours lab. Three semester hours credit.

ATT 1314 — MANUAL DRIVE TRAIN/TRANSAXLE — This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1424 — ENGINE PERFORMANCE I — (Prerequisites: ATT 1124- BASIC ELECTRICAL/ELECTRON SYSTEMS) This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1715 — ENGINE REPAIR — This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automobile type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts and oil pumps. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 1811 — INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS — This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One hour lecture, one semester hour credit

ATT 2325 — AUTOMATIC TRANSMISSIONS/TRANSAXLES — This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of automotive type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Three hours lecture. Four hours lab. Five semester hours credit.

ATT 2334 — STEERING AND SUSPENSION SYSTEMS — This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering system components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2343 — WHEEL ALIGNMENT — This is a course designed to provide technical skills and knowledge related to the alignment of both front and rear wheels on automobiles. It includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. One hour lecture. Four hours lab. Three semester hours credit.

ATT 2434 — ENGINE PERFORMANCE II — This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated with in these areas. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2444 — ENGINE PERFORMANCE III — This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2614 — HEATING AND AIR CONDITIONING — This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture. Four hours lab. Four semester hours credit.

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

BUSINESS AND OFFICE TECHNOLOGY

BOT 1013 — INTRODUCTION TO KEYBOARDING — (Prerequisite: None) This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three hours lecture. Three semester hours credit.

BOT 1113 — DOCUMENT FORMATTING & PRODUCTION — (Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute OR successfully complete Introduction to Keyboarding (BOT-1013). This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1123 — KEYBOARD SKILLBUILDING — (Prerequisite: BOT 1113 Document Formatting & Production) This course further develops keyboard techniques emphasizing speed and accuracy. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1133 — MICROCOMPUTER APPLICATIONS — This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1143 — WORD PROCESSING — (Prerequisites: BOT 1113 Document Formatting & Production and BOT 1713 Mechanics of Communication, and BOT 1133 Microcomputer Applications or CSC 1123 Computer Applications 1.) This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1213 — PERSONAL AND PROFESSIONAL DEVELOPMENT — (Prerequisite: None) This course develops an awareness of interpersonal skills essential for job success. Three hours lecture. Three semester hours credit.

BOT 1313 — APPLIED BUSINESS MATH — (Prerequisite: None) This course is designed to develop competency in mathematics for business use. Ten-key touch method on electronic desktop calculators is stressed. Three hours lecture. Three semester hours credit.

- BOT 1413 — RECORDS MANAGEMENT** — (Prerequisite: None) This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. Three hours lecture. Three semester hours credit.
- BOT 1433 — BUSINESS ACCOUNTING** — This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture. Three semester hours credit.
- BOT 1513 — MACHINE TRANSCRIPTION** — (Prerequisite: BOT 1143 Word Processing) This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 1613 — MEDICAL OFFICE TERMINOLOGY I** — This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three hours lecture. Three semester hours credit.
- BOT 1623 — MEDICAL OFFICE TERMINOLOGY II** — (Prerequisite: BOT 1613) This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to medical office. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 1713 — MECHANICS OF COMMUNICATION** — This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture. Three semester hours credit.
- BOT 1813 — ELECTRONIC SPREADSHEET** — (Prerequisites: BOT 1313 Applied Business Math and BOT-1133 Microcomputer Applications, or CSC 1123 by consent of the instructor). This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2133 — DESKTOP PUBLISHING** — (Prerequisite: BOT-1143 Word Processing Applications). This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2323 — DATABASE MANAGEMENT** — (Prerequisites: BOT 1133 Microcomputer Applications or CSC 1123 Microcomputer Applications). This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2413 — COMPUTERIZED ACCOUNTING** — (Prerequisite: BOT 1433-Business Accounting or ACC1213-Principles of Accounting). This course applies basic accounting principles using a computerized accounting system. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2523 — MEDICAL MACHINE TRANSCRIPTION I** — (Prerequisites: BOT 1113-Document Formatting & Production and BOT 1613-Medical Office Terminology I and BOT 1623-Medical Office Terminology II). This course is designed to teach transcription of various medical documents. One hour lecture. Four hours lab. Three semester hours credit.
- BOT 2533 — MEDICAL MACHINE TRANSCRIPTION II** — (Prerequisite: BOT 2523-Medical Machine Transcription I). This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One hour lecture. Four hours lab. Three semester hours credit.

BOT 2643 — CPT CODING — (Prerequisites: BOT 1613 Medical Office Terminology I, and BOT 1623 Medical Office Terminology II, and BOT 2743 Medical Office Concepts.) This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two hours lecture. Two hours lab. Three semester hours credit

BOT 2653 — ICD CODING — This course is an introduction to the field of diagnostic coding. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2663 — ADVANCED CODING — (Prerequisites: BOT 2643-CPT Coding, and BOT 2653-ICD Coding). This course includes advanced analysis of diagnostic and procedural coding systems. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2673 — MEDICAL INSURANCE BILLING — (Prerequisites: BOT 2643-CPT Coding, and BOT 2653-ICD Coding)). This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2723 — ADMINISTRATIVE OFFICE PROCEDURES — (Prerequisite: BOT1143- Word Processing) This course will provide comprehensive coverage and integration of business skills and issues, develop critical thinking and problem-solving skills, and establish a foundation in business procedures. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2743 — MEDICAL OFFICE CONCEPTS — (Prerequisites: BOT 1113 -Document Formatting & Production, and BOT 1413-Records Management) This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2753 — MEDICAL INFORMATION MANAGEMENT — (Prerequisite: BOT 2743-Medical Office Concepts). This course will continue coverage of medical office issues with emphasis on health insurance filing. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2813 — BUSINESS COMMUNICATION — (Prerequisite: BOT 1713- Mechanics of Communication and BOT 1113-Document Formatting and Production or by consent of instructor) This course develops communication skills with emphasis on principles of writing business correspondence and reports and preparing presentations using electronic media. Three hours lecture. Three semester hours credit.

BOT 2823 — COMMUNICATION TECHNOLOGY — (Prerequisite: Word Processing BOT-1143, or by consent of instructor) This course will present an overview of the resources available for communication using current technology. Three semester hours credit. Two hours lecture. Two hours lab.

BOT 2833 — INTEGRATED COMPUTER APPLICATIONS — (Prerequisites: BOT 1143 Word Processing or by consent of instructor). This course integrates activities using application software including word processing, database, spreadsheet, graphics, and multimedia. Three semester hours credit. Two hours lecture. Two hours lab.

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

EARLY CHILDHOOD EDUCATION TECHNOLOGY

CDT 1113 — EARLY CHILDHOOD PROFESSION — This course provides an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. Two hours lecture. Two hours lab. Three semester hours credit.

- CDT 1214 — CHILD DEVELOPMENT I — This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice is given in infant and toddler care giving in group settings through classroom laboratory. Three hours lecture. Two hours lab. Four semester hours credit.
- CDT 1224 — CHILD DEVELOPMENT II — This course provides knowledge concerning the care and development of preschool children in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. Three hours lecture. Two hours lab. Four semester hours credit.
- CDT 1314 — CREATIVE ARTS FOR YOUNG CHILDREN — This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Student Teaching I and II. Four hours lecture. Four semester hours credit.
- CDT 1343 — CHILD HEALTH AND SAFETY — This course provides Health and safety practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). Three hours lecture. Three semester hours credit.
- CDT 1513 — NUTRITION FOR YOUNG CHILDREN — This course focuses on fundamental principles of child nutrition that include healthy food selections, healthy lifestyle choices, and the practical applications of these principles in the early childhood setting. Three hours lecture. Three semester hours credit.
- CDT 1713 — LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN — This course includes the study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Three hours lecture. Three semester hours credit.
- CDT 2233 — GUIDING SOCIAL AND EMOTIONAL BEHAVIOR — This course focuses on the identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Student Teaching I and II. Three hours lecture. Three semester hours credit.
- CDT 2413 — ATYPICAL CHILD DEVELOPMENT — (Prerequisites: CDT 1214 - Child Development I, CDT 1224 - Child Development II) This course focuses on the identification of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources included Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Two hours lecture. Two hours lab. Three semester hours credit.
- CDT 2613 — METHODS AND MATERIALS — Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are used to develop classroom curricula in an indoor and outdoor learning environment. Lab activities with the children are implemented during Student Teaching I and II. Three hours lecture. Three semester hours credit.
- CDT 2714 — SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN — This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math and science for young children. Lab activities with the children are implemented during Student Teaching I and II. Four hour lecture. Four semester hours credit.

CDT 2813 — ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN — (Prerequisites: First three semesters of core courses) This course provides an overview of the development and administration of programs for young children. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the Mississippi Childcare Quality Steps System (MCCQSS). Three hours lecture. Three semester hours credit.

CDT 2915 — STUDENT TEACHING I — (Prerequisites: CDT 1314-Creative Arts, CDT 1214-Child Dev. I; CDT 1224 Child Dev. II, CDT 1713 Language & Literacy Development; CDT 1343 Child & Health Safety.) This laboratory experience provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas. Ten hours lab. Five semester hours credit.

CDT 2925 — STUDENT TEACHING II — (Prerequisites: CDT 2233 Guiding Social and Emotional Behavior; CDT 2915 Student Teaching I; CDT 1314-Creative Arts, CDT 1214-Child Dev. I; CDT 1224 Child Dev. II, CDT 2613 Methods & Materials; CDT Math, Science, & Social Studies.) This course is a continuation of Student I, which allows advanced early childhood students to implement knowledge and experience in preparing and implementing positive experiences for young children. Completion of the competencies provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two student teaching courses. Ten lab hours. Five semester hours credit.

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

COMPUTER NETWORKING & COMPUTER INFORMATION SYSTEMS TECHNOLOGY

CPT 1144 — PROGRAMMING DEVELOPMENT CONCEPTS — This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Three hours lecture. Two hours laboratory. Four semester credit hours.

CPT 1323 — SURVEY OF MICROCOMPUTER APPLICATIONS — (Prerequisite: Operating Platforms CPT 1333) This course will introduce microcomputer operations, Word processing, spreadsheets, and database management. Two hours lecture. Two hours laboratory. Three semester credit hours.

CPT 2133 — CAREER DEVELOPMENT — This course provides practical exercises in both the technical and social skills necessary for employment. Interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships are stressed. Two hour lecture. Two hours lab. Three semester hours credit.

IST 1124 — IT FOUNDATIONS — This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Four semester hours: two-hour lecture, four hour lab.

IST 1134 — FUNDAMENTALS OF DATA COMMUNICATIONS — This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Four semester hours: two hours lecture, four hours lab.

- IST 1143 — SECURITY PRINCIPLES AND POLICIES — This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Three semester hours: two hour lecture, two hour lab.
- IST 1154 — WEB AND PROGRAMMING CONCEPTS — This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Four semester hours: two-hour lecture, four hour lab.
- IST 1163 — CONCEPTS OF DATABASE DESIGN — This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Three semester hours: two hour lecture, two hour lab.
- IST 1213 — CLIENT INSTALLATION AND CONFIGURATION — This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Three semester hours: two hour lecture, two hour lab.
- IST 1223 — NETWORK COMPONENTS — This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Three semester hours: two hour lecture, two hour lab. Prerequisite: IST 1134 Fundamentals of Data Communications or CNT 1414.
- IST 1234 — NETWORK ADMINISTRATION USING NOVELL — This course focuses on the management of a computer network using the Novell network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Four semester hours: two-hour lecture, four hour lab.
- IST 1244 — NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER — This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Four semester hours: two-hour lecture, four hour lab.
- IST 1254 — NETWORK ADMINISTRATION USING LINUX — This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Four semester hours: two-hour lecture, four hour lab.
- IST 1314 — VISUAL BASIC PROGRAMMING LANGUAGE — This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. Four semester hours: two-hour lecture, four hour lab.
- IST 1324 — RPG PROGRAMMING LANGUAGE — This course is designed to introduce the student to the RPG language for the creation of business applications. Four semester hours: two-hour lecture, four hour lab.
- IST 1334 — COBOL PROGRAMMING LANGUAGE — This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Four semester hours: two-hour lecture, four hour lab.

IST 1514 — SQL PROGRAMMING — This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Structured Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Four semester hours: two-hour lecture, four hour lab.

IST 1714 — JAVA PROGRAMMING LANGUAGE — This introduction to the Java Programming Language is to include sort, loops, arrays, and applets. Four semester hours: two-hour lecture, four hour lab.

IST 2213 — NETWORK SECURITY — This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Three semester hours; two hours lecture, two hour lab. Prerequisites: IST 1223 Network Components or CNT 1523.

IST 2224 — NETWORK PLANNING AND DESIGN — This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1223 Network Components or CNT 1523 and IST 1234 Network Administration Using Novell or CNT 1614 or IST 1244 Network Administration Using Microsoft Windows Server or CNT 1624.

IST 2234 — NETWORK IMPLEMENTATION — This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Four semester hours: two-hour lecture, four hour lab. Prerequisite: IST 2224 Network Planning and Design or CNT 2534.

IST 2244 — ADVANCE NETWORK ADMIN. USING NOVELL — This course is a continuation of Network Administration Using Novell. Emphasis is place on installation, configuration, and implementation of a Novell network. Four semester hours: two-hour lecture, four hour lab. Prerequisite: IST 1234 Network Administration Using Novell or CNT 1614.

IST 2254 — ADVANCED NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER — This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1244 Network Administration Using Microsoft Windows Server or CNT 1624.

IST 2264 — ADVANCED NETWORK ADMINISTRATION USING LINUX—This course is a continuation of Network Administration Using Linux (IST 1254). This is an advanced administration course in network services for Linux users who wish to increase their skills. Students will learn how to apply security to network users, and resources, manage and compile the Linux kernel, manage network clients, and troubleshoot network processes and services. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1254 Network Administration Using Linux.

IST 2314 — SYSTEMS ANALYSIS AND DESIGN — This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Four semester hours: two-hour lecture, four hour lab. Prerequisite: IST 2354 Advanced RPG Programming Language

IST 2324 — SCRIPT PROGRAMMING LANGUAGE — This course is an introduction to the use of integrating scripts to add functionality to Web pages. Four semester hours: two-hour lecture, four hour lab. Prerequisite: IST 1154 Web and Programming Concepts

IST 2334 — ADVANCED VISUAL BASIC PROGRAMMING LANGUAGE — This course is a continuation of the Visual BASIC programming language. Four semester hours: two-hour lecture, four hour lab. Prerequisite: IST 1314 Visual BASIC Programming Language or CPT 1214

IST 2344 — DATABASE PROGRAMMING AND DESIGN — This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Four semester hours: two-hour lecture, four hour lab.

IST 2354 — ADVANCED RPG PROGRAMMING LANGUAGE — This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Four semester hours: two-hour lecture, four hour lab. Prerequisite: IST 1324 RPG Programming Language or CPT 1214.

IST 2364 — ADVANCED COBOL PROGRAMMING — This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours lab. Four semester hours credit. **Prerequisites:** IST 1334 Cobol Programming or CPT 1234

IST 2374 — C PROGRAMMING LANGUAGE — This course is designed to introduce the student to the C programming language and its basic functions. Four semester hours: two-hour lecture, four hour lab.

IST 2384 — ADVANCED C PROGRAMMING LANGUAGE — This course is a continuation of the study of the C programming language. Four semester hours: two-hour lecture, four hour lab. **Prerequisite:** IST 2374 C Programming Language

IST 2424 — XML PROGRAMMING — This course provides a comprehensive understanding of the Extensible Markup Language (XML). Four semester hours: two-hour lecture, four hour lab. **Prerequisite:** IST 1154-Web and Programming Concepts.

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

CULINARY ARTS TECHNOLOGY

CUT 1114 — CULINARY PRINCIPLES I — Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Co requisites: Sanitation and Safety (HRT 1213) or by permission of instructor. Two hours lecture, four hours lab. Four semester credit hours.

CUT 1124 — CULINARY PRINCIPLES II — Advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Prerequisites: Culinary Principles I (HRT/CUT 1114). Two hours lecture, four hours lab. Four semester credit hours.

CUT 1134 — PRINCIPLES OF BAKING — Fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Prerequisites: Culinary Principles I (HRT/CUT 1114). Two hours lecture, four hours lab. Four semester credit hours.

- CUT 1513 — GARDE MANGER — This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It also explores the various duties of the modern garde manger. Prerequisites: Culinary Principles I (HRT/CUT 1114). One hour lecture, four hour lab. Three semester credit hours.
- CUT 2223 — MENU PLANNING AND FACILITIES DESIGN — The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Prerequisites: None . Three hours lecture. Three semester credit hours.
- CUT 2243 — DINING ROOM MANAGEMENT — Management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. Covers French, Russian, American, and English waited table service, limited service, counter, tray service, and catering. Emphasis will be place on staffing, scheduling controls and skills required to effectively supervise a dining room operations. Prerequisites: None. Three semester hours, one hour lecture and four hour lab.
- CUT 2314 — American Regional Cuisine — Exploration of the American Cuisine concept emphasizing freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Prerequisites: CUT 1114 Culinary Principles I. Four semester hours, two hours lecture, four hour lab.
- CUT 2424 — International Cuisine — A study of cuisines of the world. Emphasis is on use of authentic ingredients, methods, and terminology. Prerequisites: CUT 1114 Culinary Principles I, CUT 1124 Culinary Principles II. Four semester hours, two hours lecture, four hour lab.
- CUT 2926 — SUPERVISED WORK EXPERIENCE IN CULINARY ARTS TECHNOLOGY — This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor. Six semester hours, 18 hours externship.
- CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.
- CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

DRAFTING AND DESIGN TECHNOLOGY

- DDT 1114 — FUNDAMENTALS OF DRAFTING — This course is designed to give the drafting major the background needed for all other drafting courses. Emphasis is placed upon maintaining correct techniques while developing speed. Two hours lecture, four hours laboratory. Four semester hours credit.
- DDT 1133 — MACHINE DRAFTING I — (Prerequisite: Fundamentals of Drafting.) This course emphasizes methods, techniques and procedure in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment rotation, working order preparation, routing and other drafting room procedures. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 1153 — DESCRIPTIVE GEOMETRY — (Prerequisite: Fundamentals of Drafting). This course provides the student with theory and practical problems designed to develop the ability to visualize points, lines and surfaces of space. One hour lecture, 4 hours laboratory. Three semester hours credit.
- DDT 1213 — CONSTRUCTION MATERIALS — A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with a brief description of their manufacturer. Two hours lecture, two hours laboratory. Three semester hours credit.

- DDT 1313 — PRINCIPLES OF CAD — This course will use the CAD system to design and draw various problems in the architectural, mechanical and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 1323 — INTERMEDIATE CAD — (Prerequisite: DDT 1313 Principles of CAD or TDD 1313 Graphic Communication). This course is designed as a continuation of Principles of CAD. Subject areas will include dimensions, sectional views, and symbols. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 1413 — ELEMENTARY SURVEYING — A basic course in surveying dealing with the principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 1613 — ARCHITECTURAL DESIGN I — (Prerequisite: Fundamentals of Drafting). This course includes principles and practices of modern design, requiring working drawings and solutions, typical construction details and specifications for residential construction. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2163 — MACHINE DRAFTING II — (Prerequisite: Machine Drafting I). A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in the use of tolerance and dimensioning techniques. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 2233 — STRUCTURAL DRAFTING — (Prerequisite: DDT 1114 Fundamentals of Drafting and DDT 1313 Principles of CAD or TDD 1313 Graphic Communications). This course will introduce the drafting major to structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2243 — COST ESTIMATING — This course includes preparation of material lists and quantity surveys from actual working drawings and specifications. Two hours lecture and two hours laboratory. Three semester hours credit.
- DDT 2343 — ADVANCED CAD — (Prerequisite: Intermediate CAD). This is an advanced course in the use of CAD software with emphasis on producing drawings. Emphasis is placed on attributes, slide shows, the user coordinate system, 3-D faces, and solid modeling. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2423 — MAPPING AND TOPOGRAPHY — (Prerequisite: Elementary Surveying and Intermediate CAD). This laboratory setting will allow the drafting major to apply selected drafting techniques to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 2433 — LEGAL PRINCIPLES OF SURVEYING — This course is a study of the legal aspects of boundary controls for the survey and resurvey of real property. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 2443 — ADVANCED SURVEYING — (Prerequisite: Elementary Surveying) This course provides the student with practical applications in land surveying, methods of boundary locations, and land descriptions in accordance with original surveys and resurveys. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2623 — ARCHITECTURAL DESIGN II — (Prerequisite: Architectural Design I and Intermediate CAD). This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2911-2913 — SPECIAL PROJECT (DRAFTING) — (Prerequisite: Consent of Instructor). This course is designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two- six hours laboratory. One to three semester hours credit.

GIT 2123 — FUNDAMENTALS OF GIS (GEOGRAPHICAL INFORMATION SYSTEMS) — This course includes the use of mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information system techniques, approaches and applications. Two hours lecture, two hours laboratory. Three semester hours credit.

TDD 1313 — GRAPHIC COMMUNICATION — This course is a study of the fundamentals of the graphic language used by engineers. Through theory and application, students will develop the visualization and computerized drafting skills necessary for later courses in engineering once employed. One hour lecture, four hours laboratory. Three semester hours credit.

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

ELECTRICAL TECHNOLOGY

ELT 1113 — RESIDENTIAL/LIGHT COMMERCIAL WIRING — (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). A course to provide advanced skills related to the wiring of multi-family and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and use of commercial raceways. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1123 — COMMERCIAL AND INDUSTRIAL WIRING — (Prerequisite: ELT 1113 Residential/Light Commercial Wiring and ELT 1193 Fundamentals of Electricity, or equivalent). A course to provide instruction and practice in the installation of commercial electrical service including the types and uses of conduits and other raceways. NEC code requirements, and three phase distribution networks. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1144 — AC AND DC CIRCUITS FOR ELECTRICAL TECHNOLOGY — (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Four semester hours. Two hours lecture, four hours lab.

ELT 1193 — FUNDAMENTALS OF ELECTRICITY — This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. Two lecture hour and two lab hours. Three semester hours credit.

- ELT 1213 — ELECTRICAL POWER — (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration) A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers and alternators. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 1223 — MOTOR MAINTENANCE AND TROUBLESHOOTING — (Prerequisite: ELT 1193 Fundamentals of Electricity or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). A course to familiarize the students with the principles and practice of electrical motor repair. Includes instruction and practice in the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 1253 — BRANCH CIRCUIT AND SERVICE ENTRANCE CALCULATION — (Prerequisite: ELT 1113 Residential/Light Commercial Wiring). Calculating circuit sizes for all branch circuits and service entrances in residential installation. Two hours lecture. Two hours lab. Three semester hours credit
- ELT 1263 — BLUEPRINT READING/PLANNING THE RESIDENTIAL INSTALLATION — (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). This course provides knowledge of architectural symbols and electric symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with receptacles, switches, and lighting outlets as required by NEC. Circuit layouts for all switching will be demonstrated. All branch circuits will be plotted on the blueprint. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 1273—SWITCHING CIRCUITS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL APPLICATION — (Prerequisite: Fundamentals of Electricity ELT 1193). This course is designed to introduce the student to the various methods by which single pole, 3- way, and 4-way switches are used in residential, commercial, and industrial installations. This course also includes the installation and operation of low voltage, remote control switching. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 1343 — FUNDAMENTALS OF INSTRUMENTATION — (Prerequisites: Fundamentals of Electricity ELT 1193, AC and DC Circuits ELT 1144) This course provides students with a general knowledge of instrumentation principles as they relate to the electrical industry. This course includes instruction in the basis of hydraulics and pneumatics and the use of electrical circuits in the instrumentation process. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 1363 — INDUSTRIAL HYDRAULICS — This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits, electrical interfacing techniques, and troubleshooting. Three semester hours, two hours lecture, two hours lab.
- ELT 1413 — MOTOR CONTROL SYSTEMS — (Prerequisite: ELT 1193 Fundamentals of Electricity, or equivalent). A course in the installation of the different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 2424 — SOLID STATE MOTOR CONTROL — (Prerequisite: ELT 1413 Motor Control Systems and Co-Requisite: ELT 2613 Programmable Logic Controllers). A course to introduce the students to the principles of solid state motor control. Includes instruction and practice in the design and installation of different solid state devices for motor control. Two hours lecture. Four hours lab. Four semester hours credit.
- ELT 2613 — PROGRAMMABLE LOGIC CONTROLLERS — (Prerequisite: ELT 1413 Motor Control Systems). A course to provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Three hours lecture. Two hours lab. Three semester hours credit.

ELT 2914 — SPECIAL PROJECT I — (Prerequisite: Consent of Instructor). Practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. **Eight hours lab. Four semester hours credit.**

ELT 2934 — SPECIAL PROJECT II — (Prerequisite: Consent of Instructor). Practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. **Eight hours lab. Four semester hours credit.**

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

ELECTRONIC TECHNOLOGY

EET 1114 — DC CIRCUITS — This course is designed to provide the students with the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws, and formulae and the use of test equipment to analyze DC circuits. Two hours lecture. Four hours lab. Four semester hours credit.

ENTREPRENEURSHIP

MMT 2513 — ENTREPRENEURSHIP — This class provides an overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered include planning, location, analysis, financing, and development of a business plan. Three lecture hours. Three semester hours credit.

HEATING AND AIR CONDITIONING TECHNOLOGY

ACT 1124 — BASIC COMPRESSION REFRIGERATION — An introduction to the field of refrigeration and air conditioning. Emphasis is placed on the principles of safety, thermodynamics, and heat transfer. Two hours lecture. Four hours lab. Four semester hours credit.

ACT 1133 — TOOLS AND PIPING — Various tools and pipe connection techniques. Covers tools and test equipment required in heating, ventilation, air conditioning and refrigeration. Two hours lecture. Two hours lab. Three semester hours credit.

ACT 1214 — CONTROLS — (Prerequisite: ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration or ELT 1193 Fundamentals of Electricity) Fundamentals of gas, fluid, electrical and programmable controls. Two hours lecture. Four hours lab. Three semester hours credit.

ACT 1313 — REFRIGERATION SYSTEM COMPONENTS — (Prerequisite: ACT 1124 Basic Compression Refrigeration) An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors and condensers. Two hours lecture. Two hours lab. Three semester hours credit.

ACT 1713 — ELECTRICITY FOR HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION — Basic knowledge of electricity power distribution, components, solid state devices and electrical circuits. Two hours lecture. Two hours lab. Three semester hours credit.

ACT 1813 — PROFESSIONAL SERVICES PROCEDURES — Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and services contracts. Three hour lecture. Three hours lab. Three semester hours credit.

ACT 2324 — COMMERCIAL REFRIGERATION — (Prerequisites: ACT 2414 Air Conditioning I and ACT 2513 Heating Systems and ACT 2624 Heat Load and AIR Properties) A study of various commercial refrigeration systems. It includes installation, servicing and maintaining systems. Two hours lecture. Four hours lab. Four semester hours credit.

ACT 2414 — AIR CONDITIONING I — (Prerequisite: ACT 1313 — Refrigeration System Components) Various types of residential and commercial air conditioning, including hydronic, absorption and desiccant systems. Two hours lecture. Four Hours lab. Four semester hours credit.

ACT 2424 — AIR CONDITIONING II — (Prerequisites: ACT 2414 Air Conditioning I) An in-depth course in the installation, start-up, maintenance and air quality of complete heating and air conditioning systems. Two hours lecture. Four hours lab. Four semester hours credit.

ACT 2433 — REFRIGERANT, RETROFIT AND REGULATIONS — (Prerequisites: ACT 2414 Air Conditioning I) Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Two hours lecture. Two hours lab. Three semester hours credit.

ACT 2513 — HEATING SYSTEMS — (Prerequisite: ACT 1313 — Refrigeration System Components) Various types of residential and commercial heating systems. Includes gas, oil, electric, compression and hydroponic heating systems. Two hours lecture. Two hours lab. Three semester hours credit.

ACT 2624 — HEAT LOAD AND AIR PROPERTIES — (Prerequisite: ACT 1313 — Refrigeration System Components and Act 1813 Professional Services Procedures and ACT 1214 Controls) Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning and refrigeration systems. Included are air distribution, duct sizing selection of grills and register, types of fans, air velocity and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture. Four hours lab. Four semester hours credit.

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

HRT 1123 — INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY — An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture. Three semester hours credit.

HRT 1213 — SANITATION AND SAFETY — Basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the implementation of sanitation procedures, cost control, risk reduction standards in a hospitality operation. ServSafe Sanitation Certification from the National Restaurant Association is offered as a part of this course. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 1224 — RESTAURANT AND CATERING OPERATIONS — Principles of organizing and managing a food and beverage operation. Two hours lecture. Four hours lab. Four semester hours credit.

HRT 1413 — ROOMS DIVISION MANAGEMENT — An operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2233 — FOOD AND BEVERAGE CONTROL — Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume profit analysis, income and cost control, menu pricing, labor cost control, and computer applications.. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2423 — HOSPITALITY SECURITY MANAGEMENT AND LAW — Issues surrounding the need for individualized security programs. Examines a variety of security equipment and procedures and discusses internal security for food service and lodging operations. This course provides awareness of the rights and responsibilities that the law grants to or imposes upon a hotelier and consequences of failure to satisfy legal obligations. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2613 — HOSPITALITY SUPERVISION — Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2623 — HOSPITALITY HUMAN RESOURCE MANAGEMENT — Principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Three hours lecture. Three semester hours credit.

HRT 2713 — MARKETING HOSPITALITY SERVICES — This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2853 — CONVENTION AND MEETING PLANNING — Planning, promotion, and management of meetings, conventions, expositions, and events. Two hours lecture. Two hours lab. Three semesters hours credit.

HRT 2863 — TOURISM PLANNING AND DEVELOPMENT — This course is designed to provide the knowledge to plan and implement the marketing and management of special events and tourism events. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2916 — SUPERVISED WORK EXPERIENCE IN HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY — This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experiences. Six semester hours. 18 hours externship.

CTE 1001 — CPAS PREP — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.

CTE 2001 — CPAS PREP — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY

MST 1115 — POWER MACHINERY I — This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hour lecture, six hour lab. Five semester credit hours.

MST 1125 — POWER MACHINERY II — (Prerequisite: Power Machinery I -MST 1115) A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture. Six hours lab. Five semester hours credit.

- MST 1313 — MACHINE TOOL MATHEMATICS** — An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations. Two hours lecture. Two hours lab. Three semester hours credit.
- MST 1413 — BLUEPRINT READING** — Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading and applying specifications. Two hours lecture. Two hours lab. Three semester hours credit.
- MST 1423 — ADVANCED BLUEPRINT READING** — (Prerequisite: Blueprint Reading-MST 1413). A continuation of Blueprint Reading with emphasis on advanced feature of plans & specifications. Includes instruction on the identification of various projections and views and on different assembly components. Two hours lecture. Two hours lab. Three semester hours credit.
- MST 1613 — PRECISION LAYOUT** — Precision layout for machining operations which includes instruction and practice in the use of layout instruments. Two hours lecture. Two hours lab. Three semester hours credit.
- MST 2135 — POWER MACHINERY III** — (Prerequisite: Power Machinery II, MST 1124). A continuation of the Power Machinery II with emphasis on safety and advanced applications of the engine lathe, milling machine, and grinding machine. Two hours lecture. Six hours lab. Five semester hours credit.
- MST 2144 — POWER MACHINERY IV** — (Prerequisites: Power Machinery III, MST 2135). A continuation of Power Machinery III with emphasis on highly advanced safety operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture. Four hours lab. Four semester hours credit.
- MST 2714 — COMPUTER NUMERICAL CONTROL OPERATIONS I** — An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Three hours lecture. Two hours lab. Four semester hours credit.
- MST 2725 — COMPUTER NUMERICAL CONTROL OPERATIONS II** — (Prerequisites: Computer Numerical Control Operations I, MST 2714). A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two hours lecture. Six hours lab. Five semester hours credit.
- MST 2813 — METALLURGY** — Safety concepts of metallurgy. Including instruction and practice in metal identification, heat treatment, and hardness testing. Two hours lecture. Two hours lab. Three semester hours credit.
- CTE 1001 — CPAS PREP** — This course consists of an extensive review of individual class blueprints provided by the RCU. This class is specifically for review of first year course material in preparation for the first year CPAS test. One hour lecture. One semester hour credit.
- CTE 2001 — CPAS PREP** — This course will focus on four major areas: reading strategies, understanding key terms, reading diagrams and an extensive review of the CPAS course blueprint. One hour lecture, one semester hour credit.

WORK-BASED LEARNING

- WBL 1913, 1923, 2913 & 2923 — WORK-BASED LEARNING** — The Work-Based Learning course is designed for students enrolled in career-technical programs and employed in parallel workplace environments for a minimum of 15 hours per week. Course content is based upon a model course curriculum, defined workplace requirements, and specific objectives addressing competent workplace performance. Three semester hours credit based upon 270 approved contact hours of work experience.

TECHNICAL EVENING CLASSES

Regular college courses are offered on campus during the day and evenings and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Morton, and Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students.

CAREER-TECHNICAL SUPPORT SERVICES

The Test of Adult Basic Education (TABE) will be administered to all career students upon entering school. Results from this test will be used to identify students that need help in reading, math and language. Any student needing help in these areas will be assigned to the Career-Technical Support Services Center until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

The following entrance and exit criteria will be used for technical students:

1. Technical students who are recommended for Beginning Algebra (through the assessment process) will be scheduled for the Support Services program.
2. Technical students who are recommended for Beginning English, Intermediate English or Reading Comprehension, (through the assessment process) will be scheduled for the Support Services program.
3. After completing course requirements and exiting the mathematics portion of the Support Services program, technical students will schedule Beginning Algebra, if needed, or Intermediate Algebra.
4. After completing course requirements and exiting the reading/ language portion of the Support Services program, technical students will schedule Beginning or Intermediate English (as needed) or English Composition I.

RESIDENTIAL CARPENTRY

CAV 1116 — FOUNDATIONS — Classroom instruction in the different types of foundations used in residential construction. Lay-out and setup of a conventional foundation for a residential dwelling. One hundred eighty clock hours. Two hours lecture. Eight hour lab. Six semester hours.

CAV 1123 — FORMING APPLICATIONS — The study of different types of forms used in residential carpentry. Practical work experience in layout, assembly, and use of forms for concrete structures in residential carpentry. Ninety clock hours. Two hours lecture. Two hours lab. Three semester hours.

CAV 1133 — BLUEPRINT READING — The study of the different plans in a set of house plans and the symbols used in each of them to identify the parts of a structure. Ninety clock hours. Two hours lecture. Two hours lab. Three semester hours.

CAV 1236 — FLOOR & WALL FRAMING — Theory and practical work experience in estimating, cutting, and installing floor and wall framing members. One hundred eight clock hours. Two hours lecture. Eight hour lab. Six semester hours.

CAV 1245 — CEILING & ROOF FRAMING — Theory and practical work experience in estimating materials for ceiling and roof framing members. Hands-on experience in measuring, cutting, and the installation of different types of ceiling and roof framing members. One hundred fifty clock hours. One hour lecture. Eight hours lab. Five semester hours.

CAV 1316 — INTERIOR FINISHING & CABINET MAKING — The study of all areas of interior wall, ceiling and floor finishing and cabinet making. One hundred eighty clock hours. Two hours lecture. Eight hour lab. Six semester hours.

CAV 1413 — ROOFING — Theory and actual work experience in the study of roofing materials. Hands-on experience in the lay-out and installation of roofing. Ninety clock hours. One hour lecture. Four hours lab. Three semester hours.

CAV 1513 — EXTERIOR FINISHING — The study of different types of exterior wall coverings, cornices and eaves. Installation of exterior siding, cornices, and molding. Ninety clock hours. One hour lecture. Four hours lab. Three semester hours.

CAV 2113 — PRINCIPLES OF MULTI-FAMILY & LIGHT COMMERCIAL CONSTRUCTION — (Prerequisites: CAV 1116 Foundations and CAV 1123 Forming Applications and CAV 1133 Blueprint Reading and CAV 1236 Floor & Wall Framing and CAV 1245 Ceiling & Roof Framing and CAV 1316 Interior Finishing & Cabinet Making and CAV 1413 Roofing and CAV 1513 Exterior Finishing) The study of apartment, motels, and other commercial buildings and how they are built. Ninety clock hours. Three semester hours.

CAV 2133 — ADVANCED CABINET MAKING — (Prerequisites: CAV 1116 Foundations and CAV 1123 Forming Applications and CAV 1133 Blueprint Reading and CAV 1236 Floor & Wall Framing and CAV 1245 Ceiling & Roof Framing and CAV 1316 Interior Finishing & Cabinet Making and CAV 1413 Roofing and CAV 1513 Exterior Finishing) The study of special types of cabinets, cabinet doors, cabinet hardware, and countertops. Ninety clock hours. Three semester hours.

CAV 2313 — ADVANCED INTERIOR FINISHING — (Prerequisites: CAV 1116 Foundations and CAV 1123 Forming Applications and CAV 1133 Blueprint Reading and CAV 1236 Floor & Wall Framing and CAV 1245 Ceiling & Roof Framing and CAV 1316 Interior Finishing & Cabinet Making and CAV 1413 Roofing and CAV 1513 Exterior Finishing) Theory and practical work experience in the use of special types of molding, paints, floor coverings and ceiling tiles. Ninety clock hours. Three semester hours.

CAV 2913 — SPECIAL PROBLEMS IN RESIDENTIAL CARPENTRY — (Prerequisites: CAV 1116 Foundations and CAV 1123 Forming Applications and CAV 1133 Blueprint Reading and CAV 1236 Floor & Wall Framing and CAV 1245 Ceiling & Roof Framing and CAV 1316 Interior Finishing & Cabinet Making and CAV 1413 Roofing and CAV 1513 Exterior Finishing) A course to provide students with an opportunity to utilize skills and knowledge gained in other Residential Carpentry Technology courses. The instructor and student work closely together to select a topic and established criteria for completion of the project. Prerequisites-Sophomore standing in Residential Carpentry Technology or consent of the instructor. Six hour lab, three semester hours.

COSMETOLOGY

COV 1122 — COSMETOLOGY ORIENTATION — This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Two semester hours credit.

COV 1245 — COSMETOLOGY SCIENCES I — This course consists of the study of bacteriology, sterilization and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture. Six hours lab. Five semester hours credit.

COV 1255 — COSMETOLOGY SCIENCES II — This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture. Four hours lab. Five semester hours credit.

COV 1263 — COSMETOLOGY SCIENCES III — This course consists of the application and demonstration of chemistry, and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Three hours lab. Three semester hours credit.

- COV 1426 — HAIR CARE I — This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Twelve hours lab. Six semester hours credit.
- COV 1436 — HAIR CARE II — This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Twelve hours lab. Six semester hours credit.
- COV 1443 — HAIR CARE III — This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three semester hours credit. Nine hours lab.
- COV 1522 — NAIL CARE I — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1532 — NAIL CARE II — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1542 — NAIL CARE III — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours lab. Two semester hours credit.
- COV 1622 — SKIN CARE I — This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1632 — SKIN CARE II — This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester credit hours.
- COV 1642 — SKIN CARE III — This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours lab. Two semester hours credit.
- COV 1722 — SALON BUSINESS I — This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.. One hour lecture. Three hours lab. Two semester hours credit

COV 1732 — SALON BUSINESS II — This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.

COSMETOLOGY TEACHER TRAINING

COV 2816 — COSMETOLOGY TEACHER TRAINING I — (Pre/co requisites: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.) Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

COV 2826 — COSMETOLOGY TEACHER TRAINING II — (Pre/co requisites: COV 2816 Cosmetology Teacher Training I) Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

COV 2836 — COSMETOLOGY TEACHER TRAINING III — (Pre/co requisite: Cosmetology Teacher Training II COV 2826) Professional application and training includes: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences, Ninety-nine clock hours. Three lecture hours. Nine hours lab. Three semester hours credit.

COV 2846 — COSMETOLOGY TEACHER TRAINING IV — (Pre/co requisite: COV 2836 Cosmetology Teacher Training III) Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

WELDING AND CUTTING

WLV 1116 — SHIELDED METAL ARC WELDING I (SMAW) — This course is designed to teach students welding techniques using E-6010 electrodes. One-hour lecture, 10 hours lab. Six semester hours credit.

WLV 1124 — GAS METAL ARC WELDING (GMAW) — This course is designed to give the student experience in various welding applications with the (GMAW) welder including short-circuiting or pulsed transfer. One hour lecture, 6 hours lab. Four semester hours credit.

WLV 1136 — GAS TUNGSTEN ARC WELDING (GTAW) — This course is designed to give the student experience in various welding applications with the GTAW process. One hour lecture. Ten hours lab. Six semester hours credit.

WLV 1143 — FLUX CORED ARC WELDING (FCAW) — This course is designed to give the student experience using FCAW process. One hour lecture. Four hours lab. Three semester hours credit.

WLV 1171 — WELDING SAFETY INSPECTION AND TESTING PRINCIPLES — This course is designed to give the student experience in safety procedures, inspection and testing of welds. One semester hour credit. Two-hour lab.

WLV 1226 — SHIELDED METAL ARC WELDING II (SMAW) — This course is designed to teach students welding techniques using E-7018 electrodes. One hour lecture. Ten hours lab. Six semester hours credit.

WLV 1232 — DRAWING AND WELDING SYMBOL INTERPRETATION — This course is designed to give the student advanced experience in reading welding symbols and drawings. One hour lecture. Two hours lab. Two semester hours credit.

WLV 1314 — CUTTING PROCESSES — This course is designed to give the student experience in oxyfuel cutting principles and practices, air- carbon cutting and gouging, and plasma arc cutting. Two hour lecture. Four hours lab. Four semester hours credit.

WORK-BASED LEARNING

WBL 1913, WBL 1923, WBL 2913, WBL 2923 — A structured work-site learning experience in which the student, program area teacher, Work- Based Learning Coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. Designed to integrate the student's academic and technical skills into a work environment. Included regular meetings and seminars with school personnel for supplemental instruction and progress reviews. Three to nine hours externship. One to three semester hours.

WORKFORCE DEVELOPMENT

BLUEPRINT READING — Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments. Length of course to be determined by industry.

CARPENTRY I,II, III, & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the basic skills and technical knowledge in both rough and finish carpentry. Six CEU's.

COMPUTER APPLICATIONS — Three hours per night, one night per week for an established number of consecutive weeks. Instruction and hands-on training sessions for beginners through advanced computer users dealing with MS Office applications. CEU credit is available.

ELECTRICITY I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing, controls and related science. Six CEU's.

INDUSTRIAL MAINTENANCE APPRENTICESHIP — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of courses determined by requirements to achieve credential per each of 5 levels.

MACHINE SHOP I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Six CEU's when offered on campus. If offered in industry, length of course is determined by the industry.

PERSONNEL MANAGEMENT — Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants and controls, cabinets, materials, absorption, systems, hermetic units, and commercial refrigeration and heating application. Six CEU's.

SUPERVISORY TRAINING — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.

TRUCK DRIVING — A course of 280 training hours consisting of classroom instruction and practical application of truck driving skills. Successful completion of the course results in the trainee receiving a Class A Commercial Driver's license.

OTHER

CAKE DECORATING — Two hours per night, one night a week for 6 weeks. (1.2 CEU's) Instruction in making icing, frosting, making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.

AUTO MECHANICS (carburetor and electrical) — Three hours per evening for two evenings per week. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols. Six CEU's.

VOLUNTEER FIREMANSHIP — Two and one-half hours per day for 4 days. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forcible entry and coordination of attack. 1 CEU

BEGINNING PAINTING — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's

BEGINNING PHOTOGRAPHY — Two hours per night, one night a week for ten weeks. 2 CEU's. Instruction in examining camera functions and care, types of films and accessories, operation of camera, introduction to various types of photography, developing film, printmaking and mounting for display. 2 CEU's

ADMINISTRATION

- BILLY W. STEWARTPRESIDENT (2012)
B.S., M.S., University of Southern Mississippi; Ph.D., Mississippi State University
- TERESA L. HOUSTON.....VICE PRESIDENT FOR INSTRUCTION (2012)
B.A., M.S., Ph.D., Mississippi State University
- MICKEY W. VANCE.....VICE PRESIDENT FOR BUSINESS OPERATIONS (1992)
A.S., East Central Community College; B.S., M.P.A., University of Southern Mississippi
- RANDALL E. LEE.....VICE PRESIDENT FOR STUDENT SERVICES (2010)
A.A., East Central Community College, B.S., MEd, Ph.D., University of Southern Mississippi
- ERLE E. "BUBBY" JOHNSTON, III.....VICE PRESIDENT FOR PUBLIC INFORMATION (1987)
B.S., Mississippi State University
- ARTIE FOREMAN.....DIRECTOR OF THE PHYSICAL PLANT (1993)
A.A.S., East Central Community College
- CHRIS HARRIS.....DIRECTOR OF PERSONNEL SERVICES/ATHLETIC DIRECTOR (2004)
A.A., East Central Community College; B.S., Mississippi State University; M.Ed., Mississippi State University-Meridian
- STACEY HOLLINGSWORTH.....EXECUTIVE DIRECTOR
FOR FOUNDATION & ALUMNI RELATIONS (1997)
A.A., East Central Community College; B.B.A., University of Mississippi; M.B.A., Mississippi State University, Meridian; Ph.D, Mississippi State University
- LESLIE HUGHES.....LIBRARY DIRECTOR (2010)
A.A., Copiah-Lincoln Jr. College; B.S., M.L.S, University of Southern Mississippi; Ed.S., Mississippi State University
- CHRIS JENKINS.....DEAN OF E-LEARNING (2003)
B.S., Mississippi College; M.Ed., University of Southern Mississippi; M.C.M., D.M.A., New Orleans Baptist Theological Seminary
- DEREK PACE.....DIRECTOR OF TECHNOLOGY MANAGEMENT (1996)
B.S., University of Southern Mississippi
- DEANNA RUSH.....DIRECTOR OF ADMISSIONS AND RECORDS (2013)
A.A., East Central Community College; B.S., M.S., Mississippi State University
- MAUDEAN SANDERS.....DEAN OF INSTITUTIONAL EFFECTIVENESS & RESEARCH (1993)
A.A., East Central Junior College; B.S., Mississippi University for Women; M.Ed., Mississippi State University; further work at Mississippi State University; University of Southern Mississippi
- DENITA THOMAS.....DEAN OF HEALTHCARE EDUCATION (2008)
A.A.S., East Central Community College; B.S.N, M.S.N., University of Southern Mississippi
- ROGER WHITLOCK.....DEAN OF WORKFORCE EDUCATION & DEVELOPMENT (1994)
B.S., M.Ed., Mississippi State University

PROFESSIONAL STAFF

- MICHAEL ALEXANDER.....ACADEMIC COUNSELOR (1996)
A.A., Meridian Junior College; B.S., University of Southern Mississippi; M.Ed., University of West Alabama
- JOE BARRETT.....WORKFORCE DEVELOPMENT COORDINATOR (2005)
A.A., East Central Community College; B.S., Mississippi State University
- MARY E. BOULTON.....SUCCESS CENTER/WARRIOR PATH TO SUCCESS DIRECTOR (1998)
A.A., East Central Community College; B.A., Mississippi State University, Meridian, M.S.W., University of Southern Mississippi
- REGENA BOYKIN.....ASSOCIATE DIRECTOR FOR TECHNOLOGY MANAGEMENT (2003)
A.A.S., East Central Community College
- ANGELA BRADLEY.....ASSISTANT DIRECTOR OF FINANCIAL AID LOANS (2009)
B.S., Mississippi State University
- JUSTIN BREWER.....ASSISTANT BASEBALL COACH (2011)
A.A., Meridian Community College, B.A.S., Mississippi State University, working on Masters at University of West Alabama
- SCOTT BROCKASSISTANT FOOTBALL COACH/DEFENSIVE COORDINATOR (2013)
B.S., University of Tennessee; M.Ed., Memphis State University
- SHARON J. BROOKSGUIDANCE COUNSELOR (PNCCTC) (2002)
B.A., University of Mississippi; M.Ed., Mississippi State University
- SAMANTHA BUCKLEY.....eLEARNING COORDINATOR (2007)
A.A., East Central Community College; B.S., Mississippi State University
- BRENDA G. CARSON.....DIRECTOR OF FINANCIAL AID (1982)
A.A., East Central Junior College; B.S., M.Ed., Delta State University
- KRISTIN CHANEY.....WOMEN'S SOFTBALL COACH (2008)
A.S., East Central Community College; B.S., M.A., University of Southern Mississippi
- SUZETTE CHUNN.....STUDENT SERVICES COORDINATOR (PNCCTC) (2012)
B.S., M.E., Mississippi State University
- CHRIS J. CLARK.....WORKFORCE DEVELOPMENT COORDINATOR/GOLF COACH (PT) (2002)
A.A., East Central Community College; B.B.A., University of Southern Mississippi
- RYAN CLARKEDIRECTOR OF ABE-GED TECHNICAL ASSISTANT (2003)
A.A., East Central Community College; B.A., The University of Southern Mississippi, M.S., Mississippi State University
- HUNTER CORHERN.....DIRECTOR OF BANDS (2012)
B.S., Mississippi State University; M.M., Missouri State University
- DEANA CUMBERLAND.....WIA/DISLOCATED WORKER PROGRAM COORDINATOR (2010)
A.A., East Central Community College; B.S., Mississippi State University
- DAPHNE DONALD.....ABE-GED TECHNICAL ASSISTANT/ TRAINER (2007)
B.S., Mississippi State University

- WAYNE EASON.....DIRECTOR OF WORKFORCE EDUCATION (2003)
B.S., M.Ed., Mississippi State University
- PAUL EVANS..... WORKFORCE DEVELOPMENT ADVANCED SKILLS TRAINER (2006)
A.A.S., East Central Community College
- ROMONICA EVANSCAREER CENTER DIRECTOR/RECRUITER (2003)
A.A., East Central Community College; B.B.A., Mississippi State University
- CAROLE GERMANY..... ADMINISTRATIVE ASSISTANT TO THE PRESIDENT (1995)
A.A., East Central Community College
- NORMAN GILLISACCOUNTANT II (2005)
A.A., East Mississippi Junior College; B.S., Mississippi State University - Meridian
- LANETTE HANNA.....ACADEMIC COUNSELOR (1995)
A.A., East Central Junior College; B.B.A., Mississippi State University; M.S.C.E., University of West Alabama
- TINA M. HARRISBASIC SKILLS SPECIALIST (2001)
B.S., M.S., Mississippi State University
- NEAL HOLLIMANHEAD BASEBALL COACH (2006)
A.A., Alabama Southern Community College, B.S. University of West Alabama, M.Ed, University of Southern Mississippi
- CORY JOHNSON.....IT TECHNICAL SPECIALIST (2011)
A.A.S., East Central Community College
- KEN KARCHER.....HEAD FOOTBALL COACH (2013)
B.G.S., Tulane University
- JOE A. KILLENS.....DIRECTOR OF PHILADELPHIA-NESHOBA COUNTY
CAREER- TECHNICAL CENTER (1997)
B.S., University of Southern Mississippi; M.Ed., University of Mississippi
- ROBERT KILPATRICK WORKFORCE DEVELOPMENT ADVANCED SKILLS TRAINER (2005)
A.S., East Central Community College; further work at Mississippi State University
- JEFFERY LUCAS.....NETWORK ADMINISTRATOR (2010)
B.B.A, Mississippi State University
- GRAY MASSEYHEAD WOMEN’S SOCCER COACH (2013)
B.S., Mississippi College; M.S., Ohio University
- MICHAEL R. MAYS..... ASSISTANT FOOTBALL COACH/OFFENSIVE COORDINATOR (2013)
B.A., Rhodes College; M.Ed., University of Memphis
- MITCH McCLEONCAMPUS POLICE CHIEF (2011)
MS. Delta Community College, Law Enforcement; State of Ms. Certificate No. 16684-Law Enforcement Officer; Ms. Department of Education Certificate No. 295-School Resource Officer
- MARIA McLEOD..... ASSISTANT TO THE VICE PRESIDENT FOR PUBLIC INFORMATION (1997)
A.A., East Central Community College; B.S., Mississippi College

- JAMES MILLER..... DEAN OF STUDENTS (2006)
B.S., Nicholls State
- ELIZABETH MINTER..... LIBRARIAN I (2010)
B.A., University of South Alabama; M.L.I.S, University of Southern Mississippi
- KIMBERLY MOTT WORKFORCE DEVELOPMENT MARKETING SPECIALIST (2002)
A.A., Meridian Community College; B.S., Mississippi State University; M.S., University of Southern Mississippi
- GENNIE PHILLIPS..... PUBLICATIONS COORDINATOR (2008)
A.A., Jones County Junior College; B.A., University of Southern Mississippi
- MARCIE PINSON..... DIRECTOR OF HOUSING STUDENT ACTIVITIES (2007)
A.A., East Central Community College; B.S., Mississippi State University
- CRANDAL PORTER..... HEAD WOMEN'S BASKETBALL COACH (2012)
B.S., Mississippi Valley State University; M.S., Mississippi State University
- FELICITY PURVIS ASSISTANT DIRECTOR OF FINANCIAL AID (WORK STUDY) (2010)
A.A., East Central Community College; B.B.A., Mississippi State University
- R. T. PURVIS..... INFORMATION TECHNOLOGY TECHNICAL SPECIALIST (1998)
A.S., East Central Community College; B.A.S.W., Mississippi State University; further work at Mississippi State University, Meridian
- MATTHEW RILEY PERSONAL DEVELOPMENT SPECIALIST/SITE COORDINATOR (2010)
A.A., East Central Community College; B.A., Mississippi Valley State University
- LAURA RYALS ASSISTANT DIRECTOR OF ADMISSIONS, RECORDS & RESEARCH (2011)
A.A.S., East Central Community College; B.B.A., Mississippi State University
- SHELLEY THOMAS..... ADVANCED SKILLS TRAINER/SITE COORDINATOR (2009)
B.S.; M.S., Mississippi State University
- KENNETH THOMPSON..... HEAD MEN'S SOCCER COACH (1999)
B.S., M.S., Mississippi State University
- ROBERT THOMPSON HEAD MEN'S BASKETBALL COACH (2013)
B.S., Belhaven College; M.S., Jackson State University
- LAURA R. THORNE ACCOUNTANT (1991)
A.A.S., East Central Junior College; A.A., East Central Community College; B.P.A., Mississippi State University
- AMANDA WALTON..... WORKFORCE EDUCATION COUNSELOR (2007)
A.A., East Central Community College; B.S., M.A., Mississippi State University
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A.A.S., East Central Community College
- RONALD B. WESTBROOK DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER (1994)
A.A., East Central Junior College; B.S., Mississippi State University
- LUCRETIA K. WILLIAMS..... DIRECTOR OF WORKFORCE DEVELOPMENT (2005)
B.S., M.S., Mississippi State University

EAST CENTRAL COMMUNITY COLLEGE FACULTY

- GEORGE ALEXANDER BIOLOGY INSTRUCTOR (2011)
B.S., M.A.T., University of Southern Mississippi
- SHERI ANDERSEARLY CHILDHOOD EDUCATION INSTRUCTOR (2011)
B.S., M.S., EdS., Mississippi State University
- JASON ARMSTRONGENGLISH INSTRUCTOR (2009)
B.S., M.B.A., M.A.T., Mississippi State University
- VICKI BLAYLOCKCHORAL DIRECTOR/VOCAL INSTRUCTOR (2000)
B.M.E., Delta State University; M.M.E., Mississippi College Kodaly Level I Certification
- TANYA H. BOLERENGLISH INSTRUCTOR (2002)
A.A., East Central Community College; B.S., M.S., Mississippi State University
- JAMES BOYKINBUILDING TRADES INSTRUCTOR (2006)
Certificate in Advanced Carpentry, East Central Community College
- WANDA BRACKEEN..... COSMETOLOGY INSTRUCTOR (1998)
Certificate in Cosmetology, Teacher Training Certificate in Cosmetology, East Central Community College
- CHRISTOPHER BRADY ART INSTRUCTOR (2008)
B.A., Mississippi College; M.A., M.F.A., University of Mississippi
- SHERRI CANTEYNURSING INSTRUCTOR (2001)
A.A., in Nursing, Meridian Community College; M.S.N., University of Southern Mississippi; Ph.D., University of Southern Mississippi
- SHERRI CLIBURN..... SPECIAL POPULATIONS INSTRUCTOR (READING) (2000)
A.A., East Central Community College; B.S., Mississippi State University
- THERESA COLENURSING INSTRUCTOR (2007)
A.A., Meridian Community College; B.S.N., Mississippi University for Women
- PHILLIP CRENSHAWHISTORY INSTRUCTOR (2003)
B.S., University of Southern Mississippi; M.A., University of West Alabama; Ph.D., Mississippi State University
- CHRIS DAVIS.....MATHEMATICS INSTRUCTOR (2011)
A.S., East Central Community College; B.S., Mississippi State University, M.Ed., University of West Alabama
- PATTI DAVIS BIOLOGY INSTRUCTOR (1994)
A.S., East Central Community College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi State University
- AMY DENSON.....CHEMISTRY INSTRUCTOR (2013)
A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.S., Mississippi State University
- STELLA DICKERSON.....COMPUTER TECHNOLOGY INSTRUCTOR (1999)
A.A.S., East Central Community College; further work at University of Southern Mississippi; Mississippi State University

- KIRT DOSS.....AUTOMOTIVE SERVICE TECHNOLOGY INSTRUCTOR (PNCCTC) (2012)
Automotive Certificate Program at ECCC
- ANN DURHAM.....ENGLISH INSTRUCTOR (2006)
A.A., East Central Community College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University
- NATALIE EMMONS..... ASSISTANT CHORAL DIRECTOR/KEYBOARD INSTRUCTOR (2007)
A.A., East Central Community College; B.M., M.M. pending Mississippi College
- JOHN B. EVERETTELECTRICAL TECHNOLOGY INSTRUCTOR (1999)
A.A.S., East Central Community College
- CHRISTY H. FERGUSON.....BUSINESS TECHNOLOGY INSTRUCTOR (1999)
A.A., East Mississippi Community College; B.S., M.S., Mississippi State University
- THOMAS FORTENBERRY ...COMPUTER NETWORK SUPPORT TECHNOLOGY INSTRUCTOR (1998)
A.A., Meridian Community College; A.A., East Central Community College; B.S., University of Southern Mississippi
- PAM FOWLERENGLISH INSTRUCTOR (2007)
A.A., Meridian Community College; B.A., Millsaps College; M.S.Ed, Mississippi State University.
- SUSAN FOX- SMITHPSYCHOLOGY INSTRUCTOR (2004)
A.A., East Central Community College; B.S., Mississippi State University; M.Ed., Mississippi College
- ROBIN FULTON.....MATHEMATICS INSTRUCTOR (2009)
B.S., M.S., Mississippi State University
- EDWARD F. GIRLING III..... ASSISTANT BAND DIRECTOR/INSTRUCTOR (2010)
B.M, BME, MME, Delta State University
- DEBORAH HAMMONS GORDON COMPUTER SCIENCE INSTRUCTOR (2004)
B.S., M.A., Jacksonville State University
- LISA GORGASNURSING INSTRUCTOR (1997)
A.D.N., Meridian Community College; M.S.N., University of Southern Mississippi
- RUTH GREGORYACCOUNTING/BUSINESS INSTRUCTOR (2004)
A.A., East Central Junior College; B.S., M.Ed., University of Southern Mississippi
- DANNY C. GRESSETT.....PRECISION MANUFACTURING & MACHINING
TECHNOLOGY INSTRUCTOR (2002)
A.A.S., East Central Community College
- KIM W. HARDY..... BIOLOGY INSTRUCTOR (2005)
A.A., Meridian Community College; B.S., M.S., Mississippi State University
- SCOTT HILLHEALTH, PHYSICAL EDUCATION, RECREATION INSTRUCTOR (2003)
A.A., East Central Community College; B.S., M.S., Mississippi State University
- GREG HOLEKAMP.....AUTOMOTIVE TECHNOLOGY INSTRUCTOR (2012)
A.A.S., East Mississippi Community College

- LUKE HOWELL.....COLLISION REPAIR TECHNOLOGY INSTRUCTOR (2010)
BA.A., A.A.S., East Central Community College
- WANDA HURLEYECONOMICS/BUSINESS ADMIN INSTRUCTOR (1995)
A.A., East Central Community College; B.B.A., M.B.A., Mississippi State University; further work at Mississippi State University
- JUDITH HURTT.....BUSINESS TECHNOLOGY INSTRUCTOR (2004)
A.A., East Central Community College; B.S., M.Ed., University of Southern Mississippi
- JOSEPH D. IRBY.....METAL TRADES INSTRUCTOR (PNCCTC) (1999)
Attended East Central Community College
- JAMES JACKSON.....SOCIOLOGY INSTRUCTOR (2011)
B.B.A., M.Ed., Delta State University
- CARLA JACOME-CLUFF.....COSMETOLOGY INSTRUCTOR (2009)
A.A., Certificate in Cosmetology, Teacher Training Certificate in Cosmetology, East Central Community College
- BRENDA JOHNSON.....COMPUTER TECHNOLOGY INSTRUCTOR (1983)
A.A.S., East Central Junior College; further work at Mississippi State University; Novell Certified Administrator
- GERALD JORDANWELDING INSTRUCTOR (1998)
A.A., East Central Junior College; further work at Mississippi State University; Jackson State University; University of Southern Mississippi
- BARRY KARRHCULINARY ARTS INSTRUCTOR (2012)
B.S., Mississippi University for Women; M.A., University of Adelaide
- VIOLET LAMBERTNURSING INSTRUCTOR (2012)
A.A.S., Meridian Community College; B.S.N., M.S.N., William Carey University
- SHARON L. LEJEUNE-FISHERBIOLOGY INSTRUCTOR (2002)
A.A., East Mississippi Junior College; B.S., M.A.T., Ed.S., Livingston University
- BETHANY LUCAS.....TEACHER ACADEMY INSTRUCTOR (PNCCTC) (2010)
A.A., Northeast Mississippi Community College; B.S, M.S., Mississippi State University
- LORI LUKE.....NURSING INSTRUCTOR (2001)
A.S., East Central Community College; B.S., University of Southern Mississippi; M.S.N, Alcorn State University
- ALICIA LUNDSTROM.....NURSING INSTRUCTOR (2009)
A.S., A.A.S., East Central Community College; B.S.N., University of Southern Mississippi, M.S.N., William Carey University
- EVADNA LYONS.....NURSING INSTRUCTOR (2009)
B.S.N., University of Southern Mississippi; M.S.N., the University of Mississippi Medical Center School of Nursing; Ph.D, Mississippi State University
- CATHRYN MAY.....MATHEMATICS INSTRUCTOR (2010)
B.S., M.S.,The University of Mississippi

- POLLY B. MAYES.....DRAFTING AND DESIGN TECHNOLOGY INSTRUCTOR (1987)
A.A.S., East Central Junior College; B.S., University of Southern Mississippi
- MARCUS D. McCOOL.....HISTORY INSTRUCTOR (1998)
A.A., East Central Community College; B.A.E., University of Mississippi; M.E., Mississippi State University
- LISA McMILLIN COMPUTER SCIENCE INSTRUCTOR (1997)
B.S., Master's degree in Vocational Ed., Ed.D. in Technology & Ed., Mississippi State University
- VIKKI McNAIRMATHEMATICS INSTRUCTOR (2006)
A.A., East Central Community College, B.S., M.Ed., Ed.S., Mississippi State University
- LISA O'NEILL HOTEL/RESTAURANT MANAGEMENT TECHNOLOGY INSTRUCTOR (2005)
A.A., Southwest Mississippi Community College; B.S., University of Southern Mississippi
- DEBRA PAYTON.....EARLY CHILDHOOD EDUCATION INSTRUCTOR/
DIRECTOR OF CHILDCARE CENTER (2009)
A.A.S., Hinds Community College, B.S., M.Ed., Jackson State University
- KRISTIE PILGRIMSURGICAL TECHNOLOGY INSTRUCTOR (2001)
A.A.S., East Central Community College
- MELANIE PINTER.....NURSING INSTRUCTOR (2008)
A.A.S., East Central Community College; B.S.N. University of Mississippi Medical Center; M.S.N., William Carey University
- STACEY POLLOCK..... ENGLISH/DRAMA INSTRUCTOR (2011)
B.A., University of Mississippi; M.A.T, Mississippi State University
- JILL POWE..... EARLY CHILDHOOD EDUCATION INSTRUCTOR (PNCCTC) (1996)
Attended East Central Community College
- PAULA RUSSUMNURSING INSTRUCTOR (2008)
B.S., B.S.N., University of Southern Mississippi; M.S.N., University of South Alabama
- CHRIS RYALSDRAFTING & DESIGN TECHNOLOGY INSTRUCTOR (2011)
A.A.S., East Central Community College; B.S., M.S., Mississippi State University
- KEVIN RYALS.....SPEECH INSTRUCTOR (2004)
B.A., Mississippi State University; M.S., University of Southern Mississippi
- CHRISTY L. SAVELLNURSING INSTRUCTOR (2003)
A.A., Meridian Community College; B.S., M.S., University of Southern Mississippi
- LYNN SELMAN..... SPECIAL POPULATIONS INSTRUCTOR (MATHEMATICS) (2003)
B.S., M.Ed., William Carey College
- CAROL S. SHACKELFORD.....ENGLISH INSTRUCTOR (1998)
A.A., East Central Community College; B.S., M.Ed., Ed.S., Mississippi State University
- MATTHEW SHELLEYELECTRICAL TECHNOLOGY INSTRUCTOR (2006)
A.A.S., East Central Community College
- LEANN SHIRLEYDIRECTOR /SURGICAL TECHNOLOGY INSTRUCTOR (2001)
A.A.S., East Central Community College

- ROBERT "CURT" SKIPPER BIOLOGY INSTRUCTOR (2006)
A.A., A.A.S. East Mississippi Community College, B.S., Mississippi State University, M.A.T.,
University of West Alabama
- LYNNE SMITH ENGLISH INSTRUCTOR (2008)
B.S., M.Ed., University of Southern Mississippi, Ed.S, Mississippi State University
- MISTY ANN SMITH ENGLISH INSTRUCTOR (2010)
A.A., East Central Community College; B.A., M.A., Mississippi State University
- MARTHA STOKES ALLIED HEALTH INSTRUCTOR (PNCCTC) (1998)
A.D.N., Meridian Community College
- PATRICK STOKLEY BIOLOGY INSTRUCTOR (2009)
A.S., East Mississippi Community College, B.S., University of Alabama, M.A.T., University of West
Alabama
- RACHEL TYSON SPEECH INSTRUCTOR (2011)
B.S., William Carey College; M.S., University of Southern Mississippi
- MARTIE VAUGHN NURSING INSTRUCTOR (2007)
A.A., Hinds Community College; B.S.N., M.S.N, University of Mississippi School of Nursing
- APRIL WATSON WARRIOR PATH TO SUCCESS INSTRUCTOR (2012)
A.A., Jones County Junior College; B.S., Mississippi State University; M.E., William Carey University
- CHRISTY WILSON NURSING INSTRUCTOR (2012)
A.A.S, Meridian Community College; B.S.N., M.S.N., Regis University
- JENNA WRIGHT MATHEMATICS INSTRUCTOR (2012)
B.S., Troy University; M.S., Mississippi State University

ADMINISTRATIVE SUPPORT STAFF

GENEVA BARKER.....ADMINISTRATIVE ASSISTANT,
PHILADELPHIA-NESHOBA COUNTY CAREER-TECH CENTER (1986)

KELI BARRETT ADMINISTRATIVE ASSISTANT, STUDENT SERVICES (2012)

KRYSTLE BROWN ADMINISTRATIVE ASSISTANT, e-LEARNING (2012)

BRENDA CHEATHAM ADMINISTRATIVE ASSISTANT, STUDENT SERVICES (2005)

LYNN FRENCHACCOUNTS PAYABLE CLERK (2010)

JESSICA GIBSON COORDINATOR OF ENROLLMENT SERVICES (2006)

BRIDGETT HITT.....ADMINISTRATIVE ASSISTANT, FINANCIAL AID (2012)

TERI KILLENS..... ADMINISTRATIVE ASSISTANT, WORKFORCE DEVELOPMENT (2000)

DEBORAH LUCROY..... ADMINISTRATIVE ASSISTANT, PHYSICAL PLANT (2007)

PAULA KERR.....AEMS/GED DATA INPUT MANAGER (2010)

LINDA J. MCKEE.....ADMINISTRATIVE ASSISTANT, WORKFORCE EDUCATION (1994)

LORI McMULLAN ADMINISTRATIVE ASSISTANT, PERSONNEL SERVICES/ATHLETICS (2006)

DONNA MITCHELL..... ADMINISTRATIVE ASSISTANT, INSTRUCTION (2012)

MONICA RIGDON..... ADMINISTRATIVE ASSISTANT, HEALTH CARE EDUCATION (2005)

KAREN ROBERTSONADMINISTRATIVE ASSISTANT, PUBLIC INFORMATION (1994)

KATHY SANDERS ADMINISTRATIVE ASSISTANT, FACULTY (2003)

MARTHA SIBLEY ADMISSIONS & RECORDS CLERK (1995)

AMANDA SKINNER ADMINISTRATIVE ASSISTANT, FINANCIAL AID (2010)

HILDA SLAUGHTER.....ACCOUNTING CLERK (2002)

EMILIE D. SMITH..... ADMINISTRATIVE ASSISTANT, WORKFORCE DEVELOPMENT (1996)

SHELIA STAMPER..... PAYROLL CLERK (1990)

MILDRED STEPHENS ADMISSIONS & RECORDS CLERK (2008)

VIVIAN TAYLORADMINISTRATIVE ASSISTANT, LIBRARY (2005)

VIRGIE THAMES..... ADMINISTRATIVE ASSISTANT, SMALL BUSINESS CENTER (1995)

MAE THORNTON..... BUSINESS OFFICE CLERK (2013)

JEANNIE VANCE..... ADMINISTRATIVE ASSISTANT, FACULTY (1996)

EAST CENTRAL COMMUNITY COLLEGE INSTITUTIONAL SUPPORT STAFF

CHRISTOPHER BERGERON	POLICE OFFICER (2011)
ERIC BUNTYN	GROUNDSKEEPER (2012)
JAMES BLACKBURN.....	POLICE OFFICER (2012)
WILLIAM H. BURTON.....	ASSISTANT CHIEF (2011)
CHARLES CLEVELAND.....	HVAC/ELECTRICAL (2010)
BOBBY CURRY.....	CUSTODIAN (2011)
LONNIE EVANS.....	CUSTODIAN (2008)
T. J. EVANS	NIGHT SHIFT SUPERVISOR (2008)
BILLY ESTES.....	CUSTODIAN (2013)
SHARON GRIFFIN.....	WOMEN'S DORMITORY SUPERVISOR (2012)
JOHN HARRIS.....	POLICE OFFICER (2012)
CLIFFORD HARVILLE.....	GROUNDSKEEPER (2012)
EVA NELL HICKMON	CUSTODIAN (2007)
BRENDA K. JOHNSON	SPONSOR FOR GOSPEL CHOIR (1988)
KEVIN JOHNSON	SECURITY (2011)
BILLY J. LUCROY	CUSTODIAN (1995)
BERNICE MCCUNE.....	CUSTODIAN (2011)
JIMMY MCNAMARA.....	GROUNDSKEEPER (2012)
TIM MCSWAIN.....	GROUNDSKEEPER (2011)
MICHAEL MCWHIRTER.....	POLICE DISPATCHER (1995)
MICHAEL MOORE	CUSTODIAN, PHILADELPHIA-NESHOBA CENTER (1989)
GINA MOWDY	CUSTODIAN (2008)
SEAN MOWDY	SPECIALTIES SUPERVISOR (1996)
BOBBY PATRICK.....	SECURITY (1977)
TYWANA PEAVY.....	WOMEN'S DORMITORY SUPERVISOR (2013)
TIMOTHY PILGRIM.....	CARPENTER/PLUMBER (2011)
CHAFONY POOLE.....	CHILDCARE LEAD TEACHER (2006)
ARLEN SCOTT REED.....	POLICE OFFICER (2012)
WYNENA REED	CUSTODIAN (2011)
VIRGIL RIGDON.....	CARPENTER/PLUMBER (2012)
CHRISTA ROBINSON	CHILDCARE ATTENDANT (2003)
ROD SEALS.....	GROUNDSKEEPER (2008)
AARON SIBLEY	HVAC/ELECTRICIAN (2009)
MICHAELLE SMITH.....	BOOKSTORE MANAGER (2002)
KAREN TOWNSEND.....	CHILDCARE ATTENDANT (2012)
STUART TUNE.....	PAINTER (2000)
SCOTT VAUGHN	DIRECTOR OF B.S.U. (1995)
MELISSA WARD.....	CUSTODIAN (2010)
ROSIE WARNSLEY	CUSTODIAN (2000)
SEBER WILLIAMS.....	GROUNDS & CUSTODIAN SUPERVISOR (2007)
SILESA WILSON.....	CUSTODIAN LEAD PERSON (1995)
MARK WINDHAM	GROUNDSKEEPER (2008)

COMMITTEES OF THE FACULTY AND STAFF

EXECUTIVE COUNCIL

President; Vice President for Business Operations; Vice President for Student Services; Vice President for Public Information; Vice President for Instruction

ADMINISTRATIVE COUNCIL

President; Vice President for Instruction; Vice President for Student Services; Vice President for Business Operations; Director of Admissions, and Records; Director of ABE/GED; Dean of eLearning; Director of Workforce Education; Dean of Healthcare Education; Dean of Institutional Effectiveness & Research; Executive Director for Foundation & Alumni Relations; Division Chairs; Librarian; Director of Personnel Services; Director for Technology Management; Dean of Workforce Education and Development; Athletic Director; Vice President for Public Information; Director of Maintenance (Two faculty guests are invited each week during the academic year)

ADMISSIONS (Ad Hoc)

Vice President for Instruction; Vice President for Student Services; Director of Admissions, and Records; Peggy Clayton

APPEALS COMMITTEE FOR ABSENTEES (Ad Hoc)

Vice President for Student Services, Chair; Director of Admissions, and Records; Counselor; Faculty; Student

ATHLETIC ADVISORY COUNCIL (Ad Hoc)

Chris Harris, Chair; James Jackson; Brenda Johnson; Two Student Representatives

BEAUTY PAGEANT

Susan Fox-Smith & Maria McLeod, Chair & Co-Chair; Wanda Brackeen; John Everett; Ed Girling; Barry Karrh; Carla Jacome-Cluff; Bubby Johnston; Cathryn May; Gennie Phillips; Marcie Pinson; Stacey Pollock; LeAnn Shirley; Amanda Walton; Ronald Westbrook; Ex Officio - Yearbook and Student Representative

BUDGET TASK FORCE

Mickey Vance, Chair; Dr. Teresa Houston; Vicki Blaylock; Tanya Boler; Ryan Clarke; Wayne Eason; John Everett; Artie Foreman; Norman Gillis; Luke Howell; Leslie Hughes; Dr. Chris Jenkins; Dr. Randall Lee; Denita Thomas

CONSTITUTION COMMITTEE

Phillip Crenshaw, Marc McCool

CURRICULUM

Vice President for Instruction, Chair; Division Chairs; Director of Admissions, and Records; Academic Counselor; Dean of eLearning; Dean of Institutional Effectiveness & Research; Career Technical Counselor; Two Student Representatives

DISCIPLINE (Ad Hoc)

Dr. Lisa McMillin, Chair; Academic Counselor; Academic Faculty member; Vice President for Student Services; Career Technical Faculty member; Career Technical Counselor; Student Representative

eLEARNING

Dean of eLearning, Chair; Vice President for Instruction; Vice President for Student Services; Director of Admissions, and Records; Director of Financial Aid; Director of ABE/GED; eLearning Coordinator; Librarian; Two Academic Instructors; Two Career-Technical Instructors; Workforce Development Specialist

FACULTY/STAFF DEVELOPMENT

Lisa Gorgas, Chair; Joe Barrett; Dr. Phillip Crenshaw; Robin Fulton; Kim W. Hardy; Gerald Jordan; Dr. Evadna Lyons; Debra Payton; Kristie Pilgrim; Paula Russum; Misty Smith

FINANCIAL AID APPEALS (Ad Hoc)

Director of Financial Aid, Chair; Vice President for Student Services; Academic Counselor; Career-Tech Counselor; Director of Admissions, and Records

HOMECOMING

All personnel

HONORS COUNCIL

Communications Division Chair, Chair; Fine Arts Division Chair; Computer Science and Mathematics Division Chair

INTERCOLLEGIATE ATHLETICS

Athletic Director and All Head Coaches

INTRAMURAL

Justin Brewer; Kristin Chaney; Neal Holliman; Crandal Porter; Kenneth Thompson;

LIBRARY

Leslie Hughes, Chair; Jason Armstrong; Mary Boulton; Theresa Cole; Patti Davis; Stella Dickerson; Thomas Fortenberry; Lori Luke; Alicia Lundstrom; Elizabeth Minter; Misty Smith; Student Representative

LITERACY TASK FORCE (Ad Hoc)

Sherri Cliburn, Chair; George Alexander; Chris Clark; Ruth Gregory; Tina Harris; Greg Holekamp; Sharon LeJeune; Lisa O'Neill; Melanie Pinter; Rachel Tyson; Roger Whitlock; Lucretia Williams

PUBLIC RELATIONS TASK FORCE (Ad Hoc)

Bubby Johnston, Chair; Chris Brady; David Case; Ryan Clarke; Deana Cumberland; Natalie Emmons; Romonica Evans; Chris Harris; Dr. Randall Lee; Dr. Lisa McMillin; Derek Pace; Gennie Phillips; Dr. Teresa Houston; Mickey Vance; Martie Vaughn; Roger Whitlock; Maria McLeod

RECRUITMENT AND RETENTION TASK FORCE

Dr. Randall Lee, Chair; Michael Alexander; Brenda Carson; David Case; Ryan Clarke; Dr. Phillip Crenshaw; Deana Cumberland; Wayne Eason; Romonica Evans; Lanette Hanna; Chris Harris; Dr. Stacey Hollingsworth; Bubby Johnston; Denita Thomas; Maria McLeod; Derek Pace; Marcie Pinson; Carol Shackelford; Dr. Teresa Houston; Dr. Billy Stewart; Mickey Vance; Amanda Walton; Roger Whitlock; SBA President; Warrior Corps President

SACS LEADERSHIP COMMITTEE (Ad Hoc)

All Vice Presidents of the College and Dean of Institutional Effectiveness & Research

SAC'S QUALITY ENHANCEMENT COMMITTEE (Ad Hoc)

Dean of Institutional Effectiveness & Research, Chair; All College Personnel

SAFETY COMMITTEE

James Miller, Chair; Sheri Anders; Kristen Chaney; Ryan Clarke; Artie Foreman; Carla Jacome-Cluff; Dr. Randall Lee; Mitch McCleon; Derek Pace; Marcie Pinson; Maudean Sanders; Christy Savell; Laura Thorne

SCHOLARSHIP

Vice President for Student Services, Chair; Brenda Carson; Wanda Hurley; Brenda Johnson; Cathryn May; Mickey Vance

SUCCESS CENTER ADVISORY COMMITTEE

Vice President for Instruction; Vice President for Student Services; Director of ABE/GED; Michael Alexander; Mary Boulton; Sherri Cliburn; Chris Davis; Ann Durham; Christy Ferguson; Tina McDyess; Kevin Ryals; Lynn Selman; Two Student Representatives (one freshman and one sophomore)

TECHNOLOGY PLANNING (Ad Hoc)

Derek Pace, Chair; Regena Boykin; Chris Brady; Wayne Eason; Pam Fowler; Ruth Gregory; Danny Gressett; Deborah Gordon; Leslie Hughes; Judith Hurtt; Dr. Chris Jenkins; Brenda Johnson; Corey Johnson; Dr. Randall Lee; Jeff Lucas; Dr. Lisa McMillin; R.T. Purvis; LeAnn Shirley; Dr. Teresa Houston; Patrick Stokley; Denita Thomas; Mickey Vance

EMERGENCY PREPAREDNESS TASK FORCE (Ad Hoc)

President, Chair; Vice President for Business Operations; Vice President for Student Services; Vice President for Public Information; Vice President for Instruction; Dean of Students; Director of Technology Management; Director of Maintenance; Director of Personnel Services/Athletic Director

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